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ABSTRACT

This handbook provides information on starting and conducting a Future Business Leaders of America program in Virginia schools. The guide is organized in seven sections that cover the following topics: introduction to Future Business Leaders of America (organization, organization chart, map, pledge, creed, goals); bylaws; dues and membership/special recognition; officer candidates; chapter promotion; program of work (meeting planning, workform, chapter activity report form, annual evaluation report form); and competitive events (awards, point system, descriptions of events). Appendixes list state and national officers and outline chapter ceremonies. (KC)

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VIRGINIA FUTURE BUSINESS LEADERS OF AMERICA STATE HANDBOOK

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
VOCATIONAL AND ADULT EDUCATION
RICHMOND, VIRGINIA 23216

1987

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FUTURE BUSINESS LEADERS OF AMERICA

STATE HANDBOOK

Produced by

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In Cooperation With

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Introduction to FBLA

ORGANIZATION

Virginia Future Business Leaders of America (FBLA) began in 1942 when a local chapter was chartered at Spotsylvania High School. In 1950, Virginia was chartered as the eleventh State Chapter of the Future Business Leaders of America. Virginia FBLA is part of the national structure of Future Business Leaders of America-Phi Beta Lambda, Inc. (FBLA-PBL).

State Structure

FBLA is sponsored by the Business Education Service, Virginia Department of Education. The State Chapter is headed by the State Chairman* and the Executive Secretary, who are staff members of the Business Education Service.

The State Executive Board governs Virginia FBLA and includes the State Chairman, the Executive Secretary, the state officers, one adviser of each state officer, and the Regional Directors. The Administrative Director of Vocational and Adult Education, Department of Education, is an ex-officio member of the Executive Board.

Regional Structure

When the State Chapter was established, it was organized into four nearly equal geographic regions, each centered around a state college or university. The tremendous growth of Virginia FBLA resulted in the formation of additional regions. The most recent, the eleventh region, was formed in 1980.

The purposes of the state's regional structure are:

- To provide opportunities for leadership development and participation in FBLA activities above the local chapter level.
- To provide an orderly and approved selection of participants in competitive events at the state level.

Each region has its own bylaws, officers, adviser, and director. The regional adviser is the adviser of the regional president's chapter, and the director is appointed by the State Chairman. Each regional president serves as a vice-president of the Virginia State Chapter.

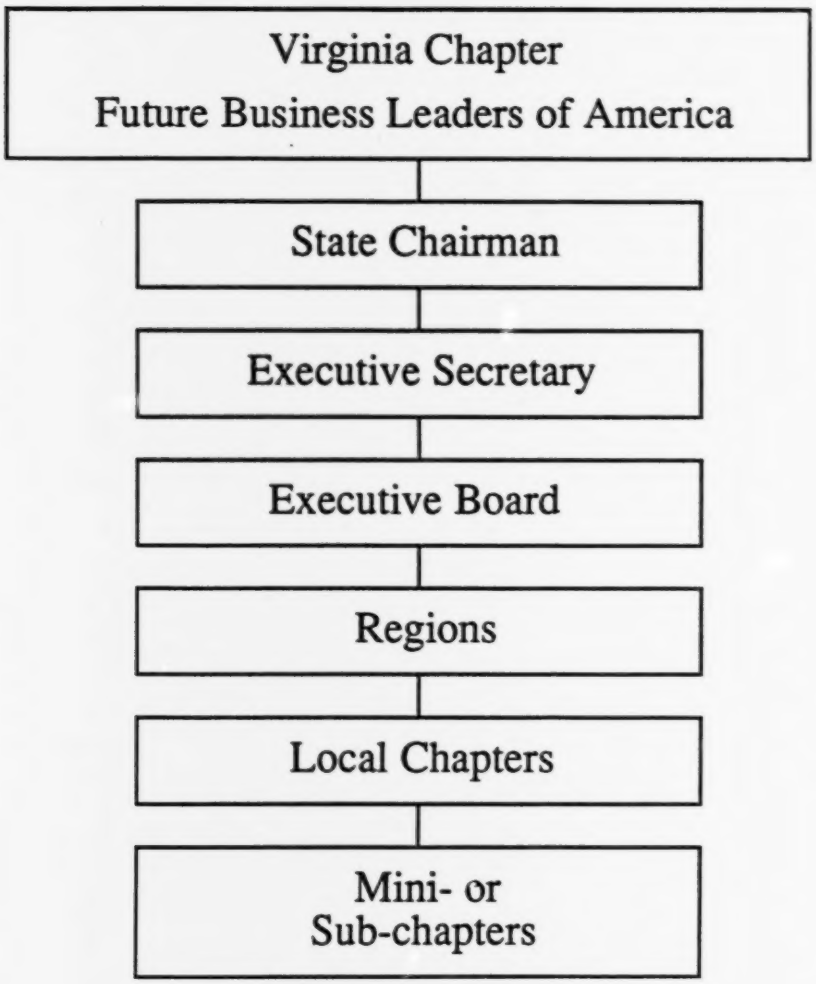
Local Chapter Structure

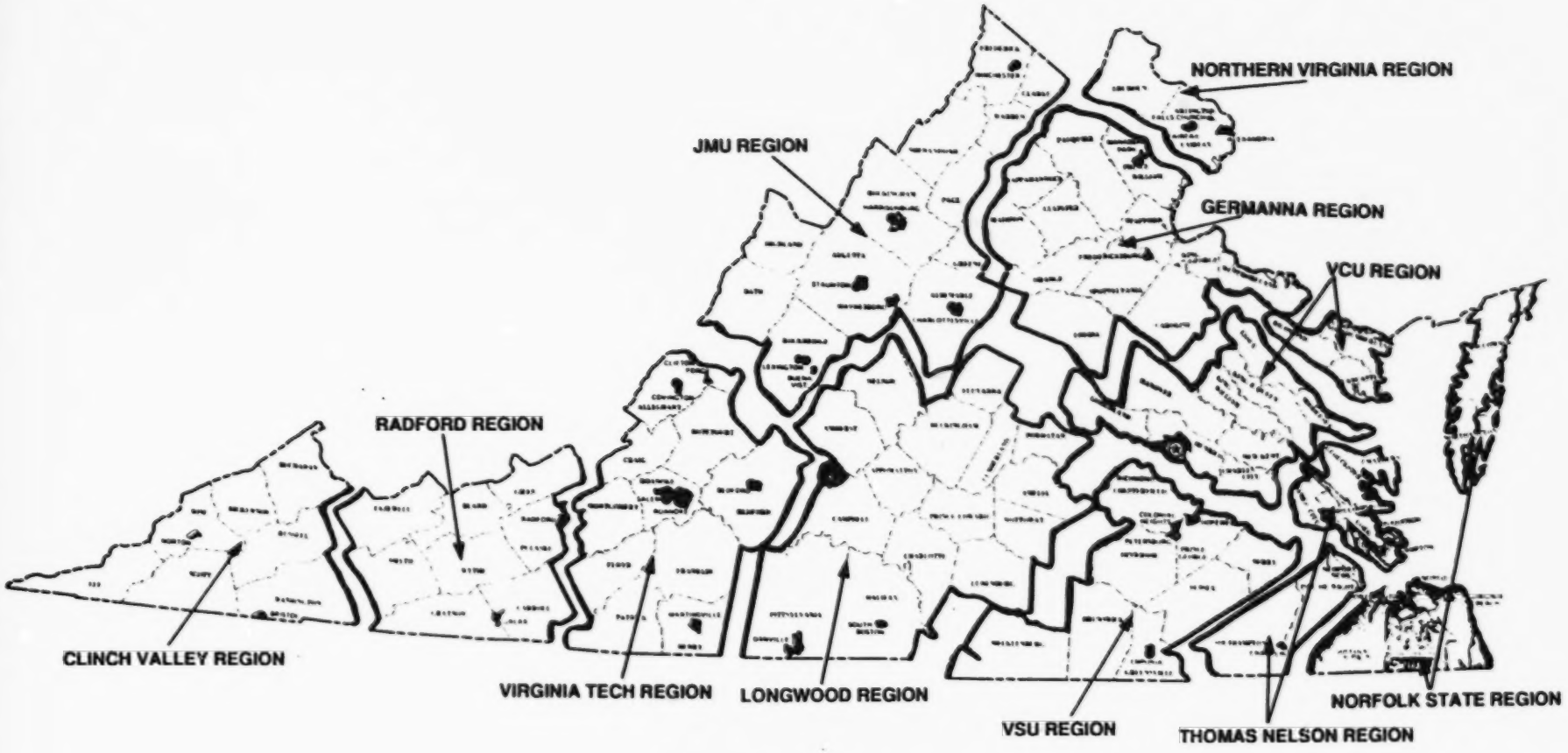
A local chapter of Future Business Leaders of America may be established in any school with a business education program. The teachers in the business department serve as chapter advisers. FBLA is a co-curricular organization, and its activities are an integral part of the instructional program.

*According to the guidelines of the National Association of Parliamentarians and FBLA-PBL, Inc., the term chairman is used as a generic term.

The local chapter, operating under a charter granted by FBLA-PBL, Inc., conducts activities within the framework of the state and national organizations. To ensure that all students benefit from FBLA activities, a local chapter may be organized into mini- or sub-chapters. These mini-chapters may be organized by special interest groups or by periods of the school day.

FBLA
Organization Chart





VIRGINIA FBLA REGIONS

FBLA PLEDGE

I solemnly promise to uphold the aims and responsibilities of the Future Business Leaders of America and, as an active member, I shall strive to develop the qualities necessary in becoming a responsible business leader.

FBLA-PBL CREED

I believe education is the right of every person.

I believe the future depends upon mutual understanding and cooperation among business, industry, labor, religious, family, and educational institutions as well as people around the world. I agree to do my utmost to bring about understanding and cooperation among all these groups.

I believe every person should prepare for a useful occupation and should carry on that occupation in a manner that brings the greatest good to the greatest number.

I believe every person should actively work toward improving social, political, community, and family life.

I believe every person has the right to earn a living at a useful occupation and that this right should not be denied because of race, color, creed, sex, or handicap.

I believe every person should take responsibility for carrying out assigned tasks in a manner that brings credit to self, associates, school, and community.

I believe I have the responsibility to work efficiently and to think clearly. I promise to use my abilities to make the world a better place for everyone.

THE GOALS OF FBLA-PBL ARE:

- To develop competent, aggressive business leadership
- To strengthen the confidence of students in themselves and their work
- To create more interest in and understanding of American business enterprise
- To encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- To develop character, prepare for useful citizenship, and foster patriotism
- To encourage and practice efficient money management
- To encourage scholarship and promote school loyalty
- To assist students in the establishment of occupational goals
- To facilitate the transition from school to work

Bylaws

THE VIRGINIA CHAPTER, FUTURE BUSINESS LEADERS OF AMERICA

BYLAWS

October, 1951
As Revised May 2, 1953
As Revised February 16, 1965
As Revised April 22, 1972
As Revised April 28, 1979
As Revised April 14, 1984
As Revised April 19, 1986

Article I. Name and Purpose

Section A. The name of this organization shall be "The Virginia Chapter, Future Business Leaders of America." The organization is hereinafter referred to as "Future Business Leaders of America," "FBLA," or "Virginia FBLA."

Section B. The purposes for which this organization is formed are:

1. To encourage and promote active Future Business Leaders of America chapters that serve as an integral part of the instructional program opportunities for secondary students in business education to develop vocational and career supportive competencies and to promote civic and personal responsibilities.

2. To coordinate the programs of the local chapters of the Future Business Leaders of America in Virginia.

3. To assist local chapters in carrying out activities and in accomplishing objectives.

4. To keep local chapters informed about current policies, practices, and procedures of the national and state Future Business Leaders of America organizations.

5. To promote business education for the youth of Virginia.

6. To promote the purpose and goals of the national organization as stated in the national bylaws.

Article II. Organization

Section A. The Virginia Chapter, Future Business Leaders of America is a state chapter of the national organization, Future Business Leaders of America-Phi Beta Lambda, Inc. The state chapter is an organization of affiliated regions and local chapters.

Section B. Active local chapters of the Future Business Leaders of America shall be chartered only in secondary schools where systematic instruction in business education is offered. These schools shall receive charters only upon the approval of the Virginia Chapter, Future Business Leaders of America. Local, state, and national affiliation is required of all members and chapters.

Article III. Membership

Section A. Membership in this organization shall be open to the following five classes of members: (1) Active, (2) Associate, (3) Professional, (4) Honorary, and (5) Honorary Life.

1. Active Membership. Any student not over 21 years of age who is regularly enrolled in a business subject or subjects in a public or private secondary school having a chartered chapter of FBLA is entitled to become an active member. A member may retain his or her active membership as long as he or she is enrolled in a business subject.

2. Associate Membership. Any person who has terminated active, in-school membership and who continues to comply with the regulations and policies of FBLA is entitled to become an associate member. Dues as established by FBLA must be paid, but the member shall be ineligible to participate in events, serve as a voting delegate, or hold office.

3. Professional Membership. Local and state chapter advisers, business teachers, business teacher educators, state supervisors of business education, employers or supervisors of cooperative office education students, advisory council members, businesspersons, and others contributing to the growth and development of FBLA may become professional members. Professional members shall pay dues as established by FBLA but shall not participate in events, serve as voting delegates, or hold office.

4. Honorary Membership. Instructors, school superintendents, principals, teachers, businesspersons, and others who are helping to advance business education and the Future Business Leaders of America and who have rendered outstanding service may be elected to honorary membership of a local chapter by a majority vote of the members of the local chapter at any regular meeting. Honorary members shall not vote nor shall they hold any office except that of adviser in the local chapter.

5. Honorary Life Membership. Persons making significant contributions to the field of business education and to the growth and development of FBLA may be elected to honorary life membership by the FBLA State Chapter. These members may be recommended by local chapters but must be approved by the State Executive Board. They shall not be eligible to vote or hold office and are not required to pay dues.

Section B. The local FBLA chapter adviser shall be a business teacher regularly employed in the school in which the FBLA chapter is located.

Section C. Membership Year The membership year shall be July 1 through June 30.

Article IV. Emblem, Motto, Colors

Section A. Emblem. The emblem of the Virginia Chapter, Future Business Leaders of America shall be the same as that of the national organization. All members in good standing shall be entitled to wear the emblem.

Section B. Motto. The motto of the Virginia Chapter, Future Business Leaders of America shall be that of the national organization, "Service, Education, Progress."

Section C. Colors. The colors of the Virginia Chapter, Future Business Leaders of America shall be royal blue and gold.

Article V. Membership Grades and Privileges

Section A. There shall be three grades or degrees of active membership based upon achievement and service to the school and/or chapter. These grades are (1) Assistant, (2) Supervisor, and (3) Leader.

1. Assistant Degree. Students awarded the Assistant Degree shall:

   a. Be regularly enrolled in a business subject and have acceptable plans for continuing in a program of vocational study.

   b. Be familiar with the purposes of FBLA and the program of the local chapter.

   c. Be familiar with the Creed of the Future Business Leaders of America and have a personal interpretation of it.

   d. Have a record of willingness to cooperate, eagerness to work, and eagerness to be of service to the organization, to the school, and to the community.

e. Possess the qualities of promptness, alertness, cooperation, and dependability.

2. Supervisor Degree. Students awarded the Supervisor Degree shall:

   a. Have held the degree of "Assistant" for at least one semester preceding election to the degree of "Supervisor" and have a record of satisfactory participation in the varied activities of the local chapter (not required of charter members).

   b. Be enrolled in a business education program.

   c. Be familiar with the purposes and programs of work of the local and state chapters and the national FBLA organization.

   d. Be familiar with the provisions of the local chapter constitution and bylaws.

   e. Have a knowledge of the basic rules of parliamentary procedure.

   f. Be able and willing to lead group discussions related to local chapter business.

   g. Have shown the proper attitude in all areas of school and chapter life.

   h. Have achieved a business skill as measured by acceptable standards and as prescribed by the local chapter and adviser.

   i. Receive a majority vote of the members present at a regular meeting of the local chapter.

3. Leader Degree. Students awarded the Leader Degree shall:

   a. Have held the degree of "Supervisor" for at least one semester preceding election to the degree of "Leader" and have a record of satisfactory participation in various leadership roles of the local chapter.

   b. Have satisfactorily completed at least one full unit in a business program, have a record of successful participation in a school service program of a business nature or in a cooperative office education program, and be regularly enrolled in a business education program.

c. File with the chapter secretary a written statement signed by (a) a local businessperson or (b) a business teacher or (c) one school official that candidate possesses the traits and attitudes and has or is in the process of getting the knowledge and skills necessary for entry-level office positions.

d. Be engaged in activities of the chapter and be responsible for carrying out a project or study.

e. Be able to speak convincingly on some FBLA topic and to discuss the topic with chapter members or other interested parties.

f. Be able to direct the work of others and to attend to the affairs of the local chapter in a businesslike manner.

Article VI. Officers and Board

Section A. The officers of the Virginia Chapter, Future Business Leaders of America shall consist of a President, a Vice-President-at-Large, one Vice-President for each FBLA region in the state, a Secretary-Treasurer, a Corresponding Secretary, a Reporter, and a Parliamentarian.

Section B. All state officers shall be active members of Virginia FBLA.

Section C. The President, Vice-President-at-Large, Secretary-Treasurer, and Reporter shall be elected by plurality vote of the official voting delegates present at the State Leadership Conference. The Corresponding Secretary shall be appointed by the State President upon his or her election. Such appointment shall have the approval of the State Executive Board. The Parliamentarian will be the junior who makes the highest score on the parliamentary procedure written test at the State Leadership Conference.

Section D. The presidents of each of the regions shall represent the regions as Vice-Presidents of Virginia FBLA. The regional officers shall be elected by plurality vote of the official voting delegates present at each of their annual spring regional meetings.

Section E. The State Executive Board shall consist of the state officers, the State Chairman, the Executive Secretary, one chapter adviser of each state officer, and the Regional Directors. Each member shall have one vote. The State Executive Board shall perform the usual duties of an executive committee, review and approve receipts and disbursements, act as a nominating committee, act on matters of immediate importance that cannot wait for the State Leadership Conference, and be responsible for the welfare of the organization. The Administrative Director of Vocational and Adult Education, Department of Education, shall serve as an ex-officio member.

Section F. In case the office of the President becomes vacant, the Vice-President-at-Large shall assume his or her duties. If the Vice-President-at-Large succeeds to the presidency, any of the elective officers on the Executive Board may be elected to Vice-President-at-Large by a majority vote of the State Executive Board. In such case, the board member so elected would continue also in his or her present office. A vacancy in any other office shall be filled by appointment by the President with the approval of the remaining officers who were elected at the State Leadership Conference, their advisers, and the Executive Secretary.

Section G. Advisory committees to assist in the growth and development of Virginia FBLA may be appointed as deemed necessary by the State Chairman, the Executive Secretary, and/or the Executive Board.

Article VII. Meetings

Section A. The annual State Leadership Conference shall be held at a time and a place to be determined by the Executive Secretary in consultation with the Executive Board. Each local chapter is entitled to send one voting delegate for every 10 active members. In addition, the local chapter President is an official delegate.

The Virginia Chapter shall sponsor such leadership training conferences or other conferences as it deems necessary upon approval of the State Executive Board.

Section B. The Virginia FBLA is entitled to send two voting delegates from the active membership to the FBLA National Leadership Conference. The newly elected Virginia FBLA President shall be one of the two official delegates to the national conference.

Article VIII. Dues

Section A. Each local chapter shall pay annual state membership dues established by the State Executive Board.

Section B. Each local chapter shall pay annual national membership dues established by a two-thirds vote of the state voting delegates present and voting at the National Leadership Conference.

Article IX. Duties of FBLA State Officers

Section A. President. It shall be the duty of the President to preside over the annual State Leadership Conference, other state conferences, and over the meetings of the State Executive Board. The President shall call an annual State Leadership Conference. The

President, with the Executive Secretary, shall appoint all commmittees and shall serve as ex-officio member of these committees.

The President shall be one of the delegates to the National Leadership Conference. The President, upon invitation to participate, shall be the official representative of the organization. The President shall regularly correspond with the State Executive Board members and work closely with the Executive Secretary.

Section B. Vice-President-at-Large. The Vice-President-at-Large shall be Chairman of the Chapter Promotion Committee.

Section C. Vice-Presidents. It shall be the duty of the Vice-Presidents, acting under the direction of the President, to look after the welfare of Virginia FBLA and especially the regions of the state they represent.

Section D. Secretary-Treasurer. The Secretary-Treasurer shall perform the duties common to such an office, such as keeping an accurate record of the sessions of the State Leadership Conferences and of the meetings of the State Executive Board, one copy of which shall be given to the Executive Secretary for the permanent files and one copy kept for the Secretary-Treasurer's own files. The Secretary-Treasurer shall make annual financial reports at the State Leadership Conferences and such other supplementary reports as may be directed by the State Executive Board. The Secretary-Treasurer shall keep on file copies of the state and national bylaws and shall perform such other duties as directed by the President.

Section E. Corresponding Secretary. The Corresponding Secretary shall assist the President with his or her correspondence.

Section F. Reporter. The Reporter shall correspond with all local FBLA chapters to encourage them to submit articles to the official Virginia FBLA newsletter. The Reporter shall send information concerning the Virginia FBLA Chapter to the state and national official publications.

Section G. Parliamentarian. The Parliamentarian shall be the junior who makes the highest score on the state parliamentary procedure written test. The Parliamentarian will be announced at the State Leadership Conference. The Parliamentarian shall be responsible for advising the President concerning the orderly conduct of business according to the latest edition of Robert's Rules of Order.

Article X. Finances

Section A. The finances of the Virginia Chapter, Future Business Leaders of America shall be handled in the following manner:

1. Checks will be written only by the Executive Secretary of the Virginia FBLA. If the Executive Secretary leaves his or her position or becomes incapacitated, the State Chairman may write checks.

2. The Executive Secretary will keep a detailed record of income and disbursements.

3. All bills shall be presented to the Executive Secretary who will certify them for payment.

4. In sending payments to the State FBLA Office, treasurers of local chapters shall make checks payable to the Virginia Chapter, Future Business Leaders of America.

5. The financial records of the Executive Secretary shall be audited annually.

6. The Executive Secretary shall be bonded for the amount of monies paid to the State Office.

Article XI. Nominations for State and National Offices

Section A. Nominations for State Officers shall be made as follows:

1. Each local chapter must submit credentials of candidates for office from its chapter to the State President and the State Adviser three weeks prior to the annual State Leadership Conference. Each local chapter shall elect candidates to run for office by a two-thirds vote of the membership in the local chapter.

2. The State President and the State Adviser shall review all candidates' credentials to determine eligibility. At the State Leadership Conference, the State Executive Board shall conduct a briefing session for approved officer candidates prior to campaigning.

3. No candidate shall be considered for office who is not present at the State Leadership Conference at the time of the briefing session by the Board and the election.

4. Voting shall be done by ballot by official voting delegates.

5. If no candidates are nominated for a state office, the Executive Board may appoint a qualified member to fill the office.

Section B. Nominations for National Officers:

1. A candidate for national office must have the endorsement of his or her local and state FBLA chapters and be recommended by his or her chapter adviser.

2. A candidate must file an official application with the Executive Secretary three weeks prior to the FBLA Task Force/Executive Board Meeting. The candidate and his or her adviser must be present at this meeting.

3. A candidate must have at least one full school year remaining while he or she is in office.

4. A candidate must hold or have held an elective office in his or her local, regional, or state FBLA chapter or a comparable office in an organization on the Approved List of National Activities released by the National Association of Secondary School Principals.

5. A candidate must be interviewed and approved by the State Executive Board.

Article XII. Regions

Section A. Virginia FBLA shall be organized into geographical regions as nearly equal as possible and centered around a state college or university where possible.

Section B. Each region shall be governed by the state bylaws and national constitution and shall have its own officers, advisers, and director. The adviser is the local adviser of the regional president. The director is appointed by the State Chairman.

The Executive Board of each region shall meet in the fall to plan the program for the year. Committee assignments shall be made at that time. The regional president is a Vice-President of Virginia FBLA.

Section C. The purposes of the regions are:

1. To give additional opportunities for leadership development above the local chapter level.

2. To give opportunities for participation in FBLA activities and events above the local chapter level.

3. To provide for an orderly and approved selection of participants in events at the state level.

Section D. Each region has responsibility for the following activities:

1. Promotion of new chapters

2. Fall planning workshop for local chapters in the region

3. Annual conferences for the chapters in the region

4. Development of good public relations programs for local chapters

5. Leadership training

6. Improvement of local chapter activities

7. Development of close relationship between business and FBLA.

Article XIII. Amendments

Section A. Proposed amendments to the Virginia FBLA bylaws shall be submitted to the State Executive Board in writing by authorized representatives of regional or local chapters. These proposed amendments shall be reviewed by the State Executive Board. Those approved shall be submitted to the delegates at the annual State Leadership Conference with recommendations. The State Executive Board may originate and submit amendments of its own. Amendments may be adopted or revisions made in the bylaws at any State Leadership Conference by a two-thirds vote of the official voting delegates.

Dues and Special Recognition

DUES AND MEMBERSHIP

All business students are members of FBLA on the local chapter level. To participate in activities beyond the local level, state and national FBLA dues must be paid.

State and national dues are paid annually. At the beginning of each school year, the National Office sends a membership renewal form to each chapter. This form should be used for submitting state and national dues.

Initial state and national dues are to be paid on or before November 1. To receive the November issue of Tomorrow's Business Leader, national dues must be paid by October 20. Additional memberships may be submitted during the school year.

- State dues are $1 per member. Checks should be made payable to Virginia FBLA; check and alphabetized membership list should be sent to:

  FBLA State Office
  Business Education Service
  Department of Education
  P.O. Box 6Q
  Richmond, VA 23216-2060

- National dues are $4 per member. Membership cards will be mailed from the National Office when dues are received. Check should be made payable to FBLA; check and alphabetized membership list should be sent to:

  Membership Services
  FBLA-PBL, Inc.
  P.O. Box 17417--Dulles
  Washington, DC 20041

- Complimentary Professional Membership will be given to the number of chapter advisers listed on national's membership renewal form.

SPECIAL RECOGNITION

Honorary Membership

Honorary membership is extended to instructors, school superintendents, principals, teachers, businesspersons, and others who are helping to advance business education and the Future Business Leaders of America and who are rendering outstanding service. They may be elected to honorary membership in a local chapter by a majority vote of the chapter members at any regular meeting. Honorary members may not vote or hold any office except that of adviser in the local chapter. This presentation is made at the local level only.

Honorary Life Membership

Persons making significant contributions to business education and to the growth and development of FBLA may be elected to honorary life membership in the FBLA State Chapter. These members may be recommended by local chapters but must be approved by the State Executive Board. They are not eligible to vote or hold office and are not required to pay dues.

Adviser of the Year

Local chapters may nominate advisers from their chapters or any adviser in Virginia for this award from the State Chapter. All nominations must be sent to the FBLA State Office by January 15. The selection of Adviser of the Year will be made by the state officers, and the presentation will be made at the State Leadership Conference.

To nominate an adviser, the chapter president should write a letter to the State Office naming the person and giving qualifications for the nomination. Advisers being nominated for this state award must have contributed to FBLA activities beyond the local chapter level.

The Adviser of the Year award is sponsored by Beta Gamma Chapter of Delta Pi Epsilon, Virginia Polytechnic Institute and State University.

Local Adviser Award

The local chapters may name local advisers for this award. Names should be submitted to Regional Directors prior to the Spring Regional Conference, by a date to be established annually. This award is presented at the Spring Regional Conference by a representative of the chapter. The local chapter should contact the FBLA Regional Director to make arrangements for purchasing the award. Advisers recognized by local chapters do not have to participate beyond the local level.

Officer Candidates

OFFICER CANDIDATES

FBLA needs enthusiastic, capable individuals to campaign for regional, state, and national office. Well qualified officers are vital for FBLA's success. Being an officer candidate will be a challenging experience.

Each officer candidate must be familiar with FBLA-PBL and the duties and responsibilities of the office sought. A candidate must have at least one full school year remaining in his or her business program when elected to office. A local chapter may have only one candidate for regional office and only one candidate for state office. Regional Presidents are considered state officers and cannot run for any other state office.

Regional Officer Candidate Must:

- Review officer duties in FBLA State Handbook.
- Follow guidelines for regional campaign/election as established in each region.

State Officer Candidate Must:

- Review officer duties in FBLA State Handbook.
- Be approved as an officer candidate by two-thirds vote of his or her local chapter.
- Submit completed State Officer Application to the State Adviser prior to the State Leadership Conference, by a date to be established annually.
- Conduct no campaigning prior to the Officer Candidates' Briefing Session at the State Leadership Conference.
- Prepare campaign presentation. A candidate for president may have no more than five minutes for his or her campaign presentation. This will include the introduction by a campaign manager (or any other method upon which the chapter has decided) and the candidate's presentation of his or her platform. Candidates for all other offices will have no more than four minutes for campaign presentations. A candidate for president must be prepared to appoint a corresponding secretary who will be installed as a state officer.

National Officer Candidate Must:

- Review officer duties in FBLA National Handbook.
- Have the endorsement or his or her local chapter and be recommended by chapter adviser.

- File an official application with the FBLA-PBL Executive Secretary three weeks prior to the winter FBLA Task Force/Executive Board Meeting.
- Attend the Executive Board Meeting with his or her adviser.
- Be interviewed by Executive Board members. (Only one person can be approved by the Board to represent Virginia as a national officer candidate.)

Adviser's Role

A key figure in a campaign for regional, state, or national office is the chapter adviser. The adviser counsels the candidate on the qualifications and duties of the office sought, guides the student through the campaign process, and, if the candidate is elected, serves as a mentor during the officer's term of office. The adviser of an officer becomes a member of that officer's executive boards.

When an FBLA member campaigns for office, the adviser must be willing to bear the responsibilities of the office with the member. The adviser assists the student to accept these responsibilities:

- Acquire knowledge of the organization and be capable of discussing ideas and issues intelligently.
- Portray the proper image when representing FBLA.
- Prepare appropriate speeches and correspondence.
- Develop an organized plan for fulfilling officer duties including time commitment and work space.

DUTIES OF STATE OFFICERS

All officers have some duties and responsibilities in common. They must:

- Be knowledgeable about FBLA-PBL
- Have a genuine interest in being part of the leadership team
- Lead by example
- Be familiar with state and national bylaws
- Know and use correct parliamentary procedure
- Be willing to accept responsibility
- Attend Summer Leadership Training Conference, Executive Board Meetings, State Leadership Conference, and their own regional fall and spring conferences
- Send a monthly report of activities to the FBLA-PBL Executive Secretary.

In addition, there are specific duties and responsibilities for each office:

PRESIDENT

- Presides over meetings of the State Chapter
- Serves as official representative of the State Chapter
- Refers to the bylaws for additional duties.

VICE-PRESIDENT-AT-LARGE

- Assumes all duties of the State President if necessary
- Assists in state-wide chapter promotion and development.

REGIONAL PRESIDENTS AS STATE VICE-PRESIDENTS

- Assist the State President and Vice-President-at-Large in FBLA promotion in the regions they represent
- Assist in planning regional conferences
- Preside over meetings of regional executive board and regional conferences
- Work closely with local chapter presidents to inform them of regional and state activities

- Know the duties of the Vice-President-at-Large and be able to assume responsibilities if elected.

SECRETARY-TREASURER

- Prepares and presents minutes of the State Leadership Conference sessions and meetings of the State Executive Board
- Supplies promptly one copy of the minutes and substantiating reports to the FBLA-PBL Executive Secretary and maintains one copy for the Secretary-Treasurer's files
- Keeps on file copies of the state and national bylaws
- Presents regular financial reports.

CORRESPONDING SECRETARY

- Assists the President with correspondence.

REPORTER

- Edits and prepares for publication issues of the state newsletter
- Assists in planning public information programs
- Maintains contact with regional reporters
- Submits articles/pictures about Virginia FBLA to national publications.

PARLIAMENTARIAN

- Advises the President of the orderly conduct of business in accordance with FBLA bylaws and the latest edition of Robert's Rules of Order.

Expense Policies for State Officers and Advisers

When a local chapter nominates a member for state office, the chapter should be prepared to provide some financial support if the candidate is elected. The FBLA State Office will provide this assistance:

STATE PRESIDENT AND ADVISER

In accordance with state policy for conference travel, expenses for these conferences are reimbursed through the FBLA State Office:

National Leadership Conference
Summer Leadership Training Conference
Business Education Summer Institute
Management Series
Two Regional Fall Workshops and two Regional Spring Conferences (other than President's own regional meetings)
Southern Region Fall Leadership Conference
Executive Board Meeting
Phi Beta Lambda State Leadership Conference
FBLA State Leadership Conference.

OTHER STATE OFFICERS AND ADVISERS

OFFICERS

1. Summer Leadership Training Conference. FBLA State Office pays one-half of registration fee. (Fee covers room, board, and special activities.)

2. Winter Executive Board Meeting. FBLA State Office pays all expenses for room, meals, and special activities.

3. State Leadership Conference. FBLA State Office pays registration fee and cost of Executive Board Dinner.

ADVISERS

1. Travel expenses for Summer Leadership Training Conference, Fall and Spring Regional Conferences, and State Leadership Conference may be requested through LOCAL travel (eligible for state matching funds).

2. Expenses for meals and lodging for the Winter Executive Board Meeting will be reimbursed.

DUTIES OF REGIONAL OFFICERS

PRESIDENT

- Conducts regional meetings
- Appoints or selects local FBLA chapters that will be responsible for promoting regional FBLA activities
- Attends all State Executive Board meetings and reports on regional activities
- Informs local chapters of state FBLA activities
- Contacts all local chapters to obtain nominees for regional officers and prepares ballots for regional elections
- Attends Summer Leadership Training Conference.

VICE-PRESIDENT

- Has responsibility for chapter promotion in the region (including chartering and reactivating chapters)
- Assumes the duties of the President when necessary, including conducting regional meetings and attending State Executive Board Meetings
- Attends Summer Leadership Training Conference.

SECRETARY

- Prepares and presents minutes of regional meetings
- Maintains a record of all chapters in the region and conducts roll call when necessary
- Handles regional correspondence
- Keeps an accurate record of financial transactions (if there is no regional treasurer)
- Attends Summer Leadership Training Conference.

REPORTER

- Sends regional publicity to the State Reporter
- Obtains news media coverage for regional activities

- Encourages local chapter reporters to submit chapter news items to the regional reporter
- Attends Summer Leadership Training Conference.

PARLIAMENTARIAN (may be appointed by the President)

- Advises the president of the orderly conduct of business in accordance with FBLA bylaws and the latest edition of Robert's Rules of Order
- Attends Summer Leadership Training Conference.

Expense Policy for Regional Officers

Expenses incurred by regional officers are the responsibility of the officers' local chapters and/or the regions they represent.

STATE OFFICER APPLICATION
VIRGINIA FUTURE BUSINESS LEADERS OF AMERICA

Each prospective candidate for FBLA State Office and his or her chapter adviser must complete this form and mail it to the State Adviser. Attach a photograph to this form.

PLEASE TYPE

Name_____

Office Sought_____

School_____ Region_____

School Address _____

Home Address_____

Home Telephone No._____Date of Birth_____

Class enrolled in during term of office:
Freshman_____Sophomore_____Junior_____Senior_____

Class standing:
Upper Third_____Middle Third_____Lower Third_____

Business subjects completed or enrolled in currently:

Work experience:

FBLA activities:

School and community activities:

Goals for term of office if elected:

CERTIFICATION BY LOCAL CHAPTER

The credentials for _____ are attached. To the best of our knowledge, he or she meets the qualifications specified in the current edition of the FBLA State Handbook for the office of State _____ and is recommended by two-thirds vote of the total membership of this chapter. If elected, he or she will receive the enthusiastic support of the school, the principal, the chapter, and the adviser in the execution of the duties of the office.

_____ President's Signature

_____ Adviser's Signature

_____ Principal's Signature

CERTIFICATION BY PARENT/GUARDIAN

If my son or daughter is elected, I understand that he or she will be required to attend the Summer Leadership Training Conference at _____ on _____. He or she will be expected also to attend all other meetings called by Virginia Future Business Leaders of America.

_____
Parent's or Guardian's Signature

CERTIFICATION BY OFFICER CANDIDATE

I, _____, agree to adhere to the state officer candidate rules and regulations; and, if elected, I will fulfill the duties and responsibilities of the office as stated in the FBLA State Handbook.

_____
Officer Candidate's Signature

CERTIFICATION BY STATE ADVISER

The credentials for _____, an officer candidate from _____ chapter, are attached. To the best of my knowledge, he or she meets the qualifications of the office of State _____.

_____
State Adviser's Signature

Chapter Promotion

CHAPTER PROMOTION

Public awareness of FBLA should be a major focus of a chapter's plan of action. Recognizing public relations as a systematic approach to achieving goals will enable the chapter to establish activities for informing groups of the chapter and its goals.

Chapter Chartering Steps

- Request chartering materials and information from the FBLA State Office.
- Contact an established chapter for assistance in organizing your chapter.
- Enlist the help of your school administration in chartering a chapter.
- Call a meeting of eligible students to discuss organizing an FBLA chapter.
- Seek sponsorship of your chapter from local businesspersons or business organizations. (This is not necessary but could be advantageous.)
- Hold an orientation meeting for all prospective members.
- Elect officers. (president, vice-president, secretary, treasurer, reporter, and others if appropriate)
- Develop a program of work for the year. (Activities should be balanced among business knowledge and skills, school and community service, leadership and promotion, financial, and social activities.)
- Prepare chapter bylaws. (These must conform to the state and national bylaws.)
- Send the following to the FBLA State Office for approval:
  - New chapter application
  - Membership list
  - Chapter bylaws
  - State remittance ($1 state dues per member; make check payable to Virginia FBLA)
  - National remittance ($4 national dues per member plus $10 nonrecurring charter fee; make check payable to FBLA-PBL, Inc.)

  When these materials are received and approved, they will be sent to the National Office. The National Office will then issue a charter certificate, membership cards, and a packet of informational material to assist your chapter.
- Plan a time and place for installation ceremony.
- Publicize chapter activities.

Chapter Reactivation Steps

If a chartered chapter has not been active (not reported dues for one year or more), the chapter is eligible for reactivation. The steps for reactivating a chapter are the same for chartering a new chapter with the exception of bylaws. The reactivating chapter may decide whether they wish to complete a new set of bylaws.

Points

Promotion of each new or inactive chapter	3
Reactivation of each inactive chapter	5
Installation of each new chapter	5

To earn any of these points, the appropriate form(s) must be completed and submitted to the State Office. The new or reactivated chapter's dues need not be paid for a chapter to receive promotion credit (3 points). However, to receive the 5 points for installation or reactivation, the new chapter's dues must have been submitted to the State Office.

Samples of FBLA Chapter Promotion and FBLA Chapter Installation/Reactivation Forms are shown on Pages 49-51.

Membership Recruitment

A well planned, aggressive recruitment campaign can strengthen a chapter and increase its membership. The most intensive work in membership recruitment should be done at the beginning of the school year, with an additional campaign conducted at the beginning of second semester.

Here are some techniques you can adapt for your chapter's membership campaign:

- Prepare a brochure for new business students to be distributed in the business classes or at an orientation party. The brochure might include the following information:
  - An explanation of the business education curriculum
  - Short biographical sketches of the business department faculty
  - Reasons for choosing a career in business
  - A section on FBLA that includes:
    - Why a business student should belong
    - Where and when meetings are held
    - What the chapter does at meetings and for special projects
    - Who the officers and members are.
- Establish an intensive publicity campaign with slogans such as:

  "Put a Friend on the Right Track with FBLA"
  "FBLA—the Key to Success, Self-Improvement, Professionalism"
  "Each One Add One"

When talking with prospective members, work in teams. The FBLA campaign period might be declared "FBLA Week," and the chapter could:

- Have something special planned for each day during the week
- Recognize outstanding chapter members
- Publicize the chapter throughout the school, using posters and changing them frequently
- Emphasize identity with the business department and its students
- Indicate that FBLA is for ALL business students.

- Have chapter representatives tell the FBLA story in various business classrooms. They should be prepared to answer questions. The story should include:

  - The purposes of the organization
  - How FBLA is organized
  - Local chapter activities
  - Types of membership and requirements for each
  - Conferences and awards programs
  - Emblem items and publications available to members.

- Visual aids should be included:

  - Illustrations and photographs of chapter activities
  - FBLA emblem items
  - Certificates, plaques, and other awards won by the chapter and its members.

- Establish a special information booth in the business department staffed by FBLA members. The booth could be set up before and after school, during lunch hour, and between classes.

- Advertise in the school newspaper.

Don't forget to follow up with new members. Have your chapter president write a welcome letter to the new members within ten days of sign-up. Ask an active member to serve as a buddy to the new member for a few months. This will enable the new member to become part of the group more rapidly and give him or her the sense of being important to the group.

Chapter Public Relations Program Development

The following suggested list of activities may be helpful in promoting a positive public relations image within the chapter, school, and community. To earn points toward becoming an Honor Chapter, a chapter may submit a report of the planned public relations program by November 15. The report format is suggested by the following activities:

A. Promotion within the local chapter

1. Give responsibilities to every member.
2. Be sincere in recruiting new members.
3. Balance work activities with entertainment.

4. Acquaint new members with FBLA, using brochures, pictures, local chapter handbook, bulletin board displays, and exhibits.
5. Present stimulating programs; involve chapter members in the programs.
6. Prepare attractive and appealing bulletin boards with current information about FBLA activities.
7. Interest beginning business students in FBLA by sponsoring a junior chapter.
8. Recognize an outstanding FBLA member.
9. Display FBLA banner in school; wear pins, blazers to meetings and when working for FBLA in school.

B. Cooperation with other FBLA groups--local, regional, state, and national

1. Exchange FBLA ideas and news through the Pride of Virginia and Tomorrow's Business Leader.
2. Have meetings, programs, and socials with other FBLA chapters.
3. Work on community projects with other FBLA chapters.
4. Participate in regional, state, and national FBLA activities.

C. Cooperation with other school organizations and school administration

1. Cooperate with other school organizations in conducting school and community projects.
2. Offer secretarial service to other organizations and administration and faculty.
3. Publish a student handbook.
4. Recognize the outstanding business senior.
5. Present a gift to the school each year.
6. Hold a meeting and/or social event with other school organizations.
7. Work with other organizations in preparing a vocational education exhibit during American Education Week and FBLA/Vocational Education Week.
8. Invite a school administrator to be a program speaker.
9. Give an assembly program.

D. Communication with parents of FBLA members

1. Extend an invitation to all FBLA meetings.
2. Publicize activities in school and local newspapers.
3. Invite parents to an open house, parents' night, or career day.
4. Provide a program for the PTA and other parent groups.

E. Cooperation with local businesspeople and business and civic organizations

1. Ask business or civic organizations to serve as chapter sponsors.
2. Invite individuals from business to speak at program meetings.

3. Offer secretarial services to civic and charitable organizations.
4. Provide programs to business and civic groups.
5. Take field trips to business offices.

F. Cooperation with local, state, and national government officials

1. Acquaint government officials with FBLA.
2. Assist with voter awareness campaign.
3. Invite government officials to awards banquet.
4. Invite government officials to be program speakers.

G. Communication with general public

1. Prepare attractive displays--store windows, billboards, marquees--in your community.
2. Celebrate FBLA Week, National Education for Business Week, Professional Secretaries Week, Vocational Education Week, or American Education Week.
3. Participate in community events.
4. Assist with community fundraising campaigns, such as March of Dimes, Red Cross, Cancer Society, Heart Fund.
5. Identify yourself as an FBLA member by wearing the membership pin or blazer when working for FBLA in the community and by displaying the FBLA banner when appropriate.
6. Distribute copies of Tomorrow's Business Leader and Pride of Virginia in prominent places, such as doctors' offices, libraries, etc.

H. Cooperation with Business Sponsors of FBLA

Serving as liaisons between the chapter and the business community, business sponsors can make vital contributions to the successful programs of FBLA chapters. Many chapters have profited from sponsoring organizations such as Business and Professional Women's Club, Administrative Management Society, and the Chamber of Commerce. A business advisory council composed of several community leaders is another way of involving FBLA with the business community. Representatives should be selected from among businessmen and women, school administrators, and civic, labor, and government organizations.

1. Identify how to select a business sponsor.

   a. The chapter should have business leaders as members.
   b. The membership of the organization should have a good reputation in the community.
   c. The purpose of the organization should be of a business or educational nature.
   d. The organization should have a service interest in the education of future business employees.
   e. The organization must be in a position to sponsor FBLA.
   f. The approval of your school administrators should be sought.

2. Identify how a business organization can assist an FBLA chapter.

   a. The sponsor should help in developing good relationships between employers and future employees.
   b. The organization should lend prestige to the FBLA chapter to be sponsored.
   c. Businesspersons could serve as judges for events, as vocational counselors to members, and as speakers at meetings.
   d. Participants could give students and teachers an opportunity to work directly with key businesspeople in the community.
   e. Businesspersons might suggest activities to FBLA chapter and assist in implementing activities.
   f. The organization might give financial aid for delegates to state and national conferences.
   g. The organization might give awards to outstanding members.

3. Identify how a business organization can profit from sponsorship of an FBLA chapter.

   a. The educational committee of the organization would acquire an excellent contact with the school.
   b. FBLA members could assist the sponsoring organization.
   c. Occasional clerical assistance with projects could be obtained.
   d. FBLA could provide programs for meetings.
   e. Communication would be established with potential employees and their educators.

4. Identify how to interest a business organization in sponsoring an FBLA chapter.

   a. Representatives could be invited to FBLA meetings.
   b. Representatives could be asked to take part in a program.
   c. A program could be presented to the potential sponsoring organization.
   d. Organization members could be invited to a social.
   e. Advice from the organization about chapter projects could be sought.
   f. Key members of the organization could be contacted regarding FBLA.
   g. An employer-employee function could be held.
   h. A good publicity program could be implemented and maintained.

FBLA CHAPTER PROMOTION
(To be completed by promoting chapter)

Date_____

This is to certify that _____ FBLA

Chapter, _____, promoted
Region Address

the organization of the _____ FBLA

Chapter, _____, through
Region Address

the following activities:

Signed _____ Signed _____
President, New Chapter President, Organizing Chapter

Signed _____ Signed _____
Adviser, New Chapter Adviser, Organizing Chapter

FBLA CHAPTER INSTALLATION/REACTIVATION
(To be completed by installing chapter)

Date_____

This is to certify that _____ FBLA

Chapter, _____, was duly in-
Region Address

stalled by the official installation team of _____ FBLA

Chapter, _____, on _____
Region Address Date

Signed _____
President, New Chapter

_____
President, Installing Chapter

_____
Adviser, New Chapter

_____
Adviser, Installing Chapter

Program of Work

PROGRAM OF WORK

Successful businesses could not operate without careful planning. They must develop business plans that incorporate definite goals and objectives with the necessary action steps and costs; they must then follow effective operational plans to maintain success. The successful FBLA chapter imitates the successful business by taking the time and effort to develop a plan of action.

FBLA chapters should plan their yearly program during August or September. Early planning enables chapters to arrange a variety of activities for a well balanced program and to assign certain phases of the program to individuals and committees far enough in advance to allow sufficient time for completing assignments.

Program of Work Development

A program of work is a chapter's written plan of action that gives a detailed description of what the chapter wants to accomplish during the school year. Chapter members should follow a definite sequence as they prepare the program of work:

1. Review FBLA goals.
2. Review State FBLA program of work.
3. Review previous local programs of work and evaluation reports.
4. Select activities that will definitely be included. For a well balanced program, at least two activities in each area of Virginia's five-point program should be planned--business knowledge and skills, leadership and promotion, school and community service, financial activities, and social activities.
5. Prepare a tentative program of work to be submitted to the total chapter membership for approval.
6. Incorporate ideas presented by chapter members.
7. Finalize program of work.
8. Approve program of work at a chapter meeting and appoint committees to be responsible for each phase of the program of work.
9. Submit completed program of work to the FBLA State Office on or before November 1. Sample form is shown on Page 65.
10. Revise program of work during the year as necessary to include additional activities.

GUIDE FOR PLANNING FBLA PROGRAM MEETINGS

To be successful, programs are planned to meet the needs and interests of the FBLA members. The meetings are arranged well in advance, the school calendar is checked to be certain there are no conflicts, and the meetings begin promptly and have no interruptions. A degree of formality is necessary to facilitate the meetings.

Month	Suggested Programs
August	Executive Board meets to hear reports of Summer Leadership Training Conference and National Leadership Conference and to plan the program of work.
September	This meeting is designed to interest new members. An interesting entertainment feature, such as "Twenty Questions about FBLA," is held. In addition, information about FBLA is given to prospective members. The following activities have been found to be successful in recruiting new members: • Dance • Cook-out • Meeting with refreshments. (The program of work should be adopted at the business meeting this month.)
October	Representatives of business students in schools without FBLA chapters should be invited. In addition to the installation of new members, one of the following activities may be included: • Films on business or COE • Prominent businessperson as speaker • Parliamentary procedure skit. Parents, school administrators, former FBLA members, school board members, and businesspersons can be invited.
November	Joint meeting with other vocational student organizations should be planned. American Education Week should be observed with an appropriate program on vocational education: • Skits on various vocational fields • Speaker on human relations in business and industry.
December	Because December is a short school month, it is recommended that the business and program meetings be combined. Suggested programs include: • Christmas service project • Christmas social.

Month	Suggested Programs
January	In order to prepare for the regional conferences in March, one of these programs is suggested: • Program on parliamentary procedure with a: a. Panel b. Speaker c. Meeting with parliamentary procedure authority • Public speaking event • Dress Right Week.
February	FBLA/Vocational Education Week should be observed with an appropriate program: • Joint meeting with area FBLA chapters for a special program • Legislator as speaker on "Why FBLA Members Should Be Interested in Politics" • High school principal as speaker on "The Place of FBLA in the School" • Meeting with parents invited to hear the participant for public speaking who is to compete at the regional conference.
March	Suggested activities include: • Field trip to business firm • Panel on careers a. Owning your own business b. Identifying careers for individuals in business • Banquet • Open House in the Business Department • Report on chapter promotion.
April	April's program should focus on these items: • State Leadership Conference • Teaching Career Month • National Education for Business Week and Professional Secretaries Week.
May	May's program works well with these two activities: • Installation of new officers • Entertainment for graduating members.
June	National Leadership Conference
July	Summer Leadership Training Conference

Chapter Activities

Activities should reinforce FBLA goals and capitalize on the different interests and abilities of chapter members. Chapter activities should be in these five areas:

- Business knowledge and skills activities
- School and community service activities
- Leadership and promotion activities
- Financial activities
- Social activities

BUSINESS KNOWLEDGE AND SKILLS ACTIVITIES

- Have panel discussions involving businesspeople and students concerning various topics of interest to FBLA members.
- Have former FBLA members speak to the chapter about their work; a homecoming program may be planned in conjunction with this program.
- Conduct mock interviews with a personnel director and a business student.
- Prepare and publish a school newspaper.
- Provide clerical service for school administration and faculty and community organizations.
- Ask businesspeople to speak to the chapter on appropriate business topics.
- Sponsor field trips within and outside the local community to acquaint members with industrial methods and current business technology.
- Sponsor equipment demonstrations.
- Sponsor a school forum on free enterprise.
- Present skits on "How to Dress for the Job," "Apply for a Job," or "A Comedy of Office Errors."
- Secure business films.
- Prepare bulletin boards and other displays regularly and for special days and weeks such as American Education Week, parents visitation day or week, field day, career day, fairs, FBLA/Vocational Education Week, National Education for Business Week, or Professional Secretaries Week.
- Publish student directories.
- Collect, compile, and file guidance information for use by chapter members and teachers.
- Operate a school savings bank.
- Operate a government bond sales booth.
- Meet jointly with business sponsor or advisory council.

- Provide placement service for business department.
- Publish business department bulletin.
- Maintain financial records for school annual or senior play.
- Sponsor Student Involvement Day (business teachers allow a student volunteer to conduct class for his or her class period for one day).
- Sponsor Student Government Day (FBLAers serve as county/city officials' counterparts for one school day).

SCHOOL AND COMMUNITY SERVICE ACTIVITIES

- Publish a school newspaper.
- Provide clerical service for school and community organizations.
- Provide community service to benefit such organizations as Heart Association, Red Cross, United Way, Cancer Society, Salvation Army, Humane Society, March of Dimes.
- Adopt senior citizens as "chapter grandparents."
- Volunteer for appropriate civil defense work.
- Give an assembly program.
- Publish student directories.
- Operate a government savings bond booth.
- Operate a school savings bank.
- Organize a teenage employment agency.
- Decorate floats for school parades.
- Operate a used textbook store.
- Prepare food baskets for needy families.
- Sponsor a Christmas party for underprivileged children.
- Take responsibility for the school bulletin board.
- Provide hosts and hostesses for school events.
- Conduct book/magazine drives; distribute the items to hospitals, nursing homes, prisons.
- Establish an income tax preparation service for senior citizens.
- Help community with spring cleaning.
- Sponsor safety awareness projects in the school and community (e.g., home/office safety, CPR, safety belts, child restraints).
- Work with local voter registration to "Get Out the Vote."
- Set up a "Kiddie Korner" during school or community activities (FBLA members entertain children while parents attend meetings).
- Sponsor self-defense training.
- Sponsor area fingerprinting clinic.

- Hold recycling drive.
- Sponsor Patriotism Day.
- Sponsor energy conservation program.

LEADERSHIP AND PROMOTION ACTIVITIES

- Establish FBLA Speakers' Bureau.
- Prepare FBLA booth at fair.
- Publicize FBLA activities in school and local newspapers (attach a copy of published article to activity report).
- Broadcast spot announcements over local radio and television stations.
- Plan induction service and reception for new members.
- Organize city- or county-wide competitive events program prior to spring regional conference.
- Select "FBLA Student of the Month"; student could be honored with small gift and publicity.
- Display in school showcases the awards won by the chapter and members.
- Speak to junior high school business classes.
- Invite Phi Beta Lambda members to speak about activities at college level.
- Have chapter picture in yearbook.
- Advertise FBLA on billboard or with street banner.

FINANCIAL ACTIVITIES

- Sponsor a gift wrapping service at a shopping center.
- Sponsor a resume writing service.
- Publish and sell school newspaper.
- Sponsor a clerical service for school and community organizations.
- Publish and sell student directories.
- Sponsor a talent show.
- Sell school supplies, pennants, and stationery.
- Sell or sponsor:
  - ▸ Candy
  - ▸ Magazine subscriptions
  - ▸ Christmas cards
  - ▸ Calendars
  - ▸ Tote bags
  - ▸ Photo cubes
  - ▸ Holiday candles

- ▸ Key chains
- ▸ Special household items
- ▸ Faculty vs. student games
- ▸ "Mr./Ms. _____" event
- ▸ White elephant sale
- ▸ Concessions at sports events
- ▸ Dances
- ▸ Movies in the school
- ▸ Variety show.

- Make Christmas ornaments to be sold or auctioned.
- Sponsor raffle or guessing games.

SOCIAL ACTIVITIES

- Sponsor social events for businesspeople and their future office employees.
- Give a chapter party.
- Serve refreshments after meetings.
- Sponsor Employee-Employer Banquet.
- Plan program and social meetings with area FBLA chapters or with other vocational student organizations.
- Honor businesspeople and new or graduating chapter members with a party or reception.

Activity Reports

To earn points credit, a chapter must submit reports for completed activities--two activities in each of the five areas previously listed. The form to report activities is shown on Page 67.

An activity report should be submitted to the State Office immediately after the activity is completed. The report is evaluated by the Points Coordinator and, unless the adviser is notified, the report is accepted.

In preparing an activity report, be certain to include:

- Full description of the activity
- Time allotted to the activity
- How much money was made, prices of articles sold or work done, admission charges, etc.
- Purpose of activity.

Point System

The FBLA point system was devised as a means of promoting and recognizing achievement of Virginia FBLA chapters. The purpose of the point system is to encourage participation.

Points records for each chapter are maintained by the FBLA Points Coordinator. The only points information submitted by local chapters will be activity reports (see Page 67). The Points Coordinator obtains additional points information directly from Regional Directors and State Office records. The point sheets are shown on Pages 75-78.

Evaluation

An effective FBLA chapter is one that plans, conducts, and evaluates the year's activities. Evaluations are essential for future planning. Each chapter should submit an evaluation report to the FBLA State Office on or before May 15. The evaluation form is shown on Page 69.

FBLA PROGRAM OF WORK
(Due November 1)

Date _____

FBLA Chapter No. _____ Region _____

School _____

Address _____

Proposed Programs for the Year

Theme _____

Major Project (describe briefly) _____

_____

_____

Meetings

How often will you meet? _____

At what time will you meet? _____

How long are your meetings (average)? _____

Where will you meet? _____

Program of Work

Complete yearly activities on reverse side of this form.

Signed _____
President

_____
Secretary

_____
Adviser

65

PROGRAM OF WORK

Month	Activities	Committee Responsible
September		
October		
November		
December		
January		
February		
March		
April		
May		

Check appropriate report:
(only one)
_____Business Knowledge and Skills
_____School and Community Service
_____Leadership and Promotion
_____Social
_____Financial

FBLA CHAPTER ACTIVITY REPORT

Date _____

School _____

Address _____

_____

_____

Description of Activity:

Purpose of Activity:

How many FBLA members participated? _____

Was this activity successful? _____

Date of activity _____

Adviser _____

FBLA ANNUAL EVALUATION REPORT
(Due May 15)

Date _____

FBLA Chapter No._____ Region_____

School _____

Address_____

It is suggested that the outgoing and newly elected executive board members complete this form and use the chapter copy as a guide in setting goals and developing a program of work for the next school year.

Directions: In evaluating chapter activities, circle the appropriate number: 4 = outstanding; 3 = above average; 2 = average; 1 = needs improvement.

I. Attendance at Leadership Conferences

Was your chapter represented at:

1. National Leadership Conference
2. Summer Leadership Training Conference
3. Fall Regional Workshop
4. Southern Region Fall Leadership Conference
5. Spring Regional Conference
6. State Leadership Conference
7. Other (specify) _____ 4 3 2 1

II. Program of Work

A. Was your program of work planned early in the year, communicated to members, and effectively carried out? 4 3 2 1

B. Were your chapter activities based on the goals and purposes of FBLA? 4 3 2 1

C. Did your program of work include activities in the five areas essential for a balanced program (business knowledge and skills, leadership and promotion, school and community service, financial activities, and social activities)? 4 3 2 1

D. Were your FBLA activities a part of every business education class? 4 3 2 1

E. Did your chapter participate in the State Service Project--Project ASK and the State Project--Free Enterprise? 4 3 2 1

F. Did your chapter plan special activities for FBLA/Vocational Education Week? 4 3 2 1

III. Chapter Promotion

A. Was your chapter involved in establishing or reactivating another FBLA chapter during the year? 4 3 2 1

B. Did your chapter have a planned program for promoting FBLA in the school and in the community? 4 3 2 1

C. Did your chapter plan activities specifically designed to stimulate parent awareness through parent involvement? 4 3 2 1

D. Did your chapter have activities that involved interaction with local business and professional groups? 4 3 2 1

E. Did your chapter have activities that were jointly planned with other vocational student organizations? 4 3 2 1

F. Did your chapter make use of the following to promote FBLA?

1. Newspaper articles
2. Displays, bulletin boards, etc.
3. Assembly programs
4. Brochures
5. Slide presentations
6. Radio and TV spots
7. Billboards
8. Other (specify)_____ 4 3 2 1

G. Did your FBLA chapter submit articles to the Pride of Virginia and Tomorrow's Business Leader? 4 3 2 1

H. Did your chapter increase its membership? 4 3 2 1

IV. Cooperation and Understanding

A. Were your chapter members interested, active, cooperative, and informed? 4 3 2 1

B. Did each member attend and assist with a chapter activity during the year? 4 3 2 1

C. Were efforts made to find and use the abilities of all chapter members? 4 3 2 1

D. Did all business teachers serve as co-advisers and assist with FBLA activities? 4 3 2 1

E. Did chapter members clearly understand FBLA goals, objectives, and values? 4 3 2 1

F. Did chapter members recognize the opportunity for personal growth through FBLA? 4 3 2 1

V. Program Management

A. Were your chapter meetings orderly and well planned? 4 3 2 1

B. Were accurate reports kept on file? 4 3 2 1

C. Were necessary reports and dues sent promptly to the State Office? 4 3 2 1

D. Did your chapter make effective use of the state and national FBLA Handbooks and other releases from the state and national offices? 4 3 2 1

E. Did the projects of your chapter help you achieve the goals you set? 4 3 2 1

F. Did your chapter use the evaluation for making future plans? 4 3 2 1

Signed _____
President

_____
Adviser

Competitive Events

COMPETITIVE EVENTS

Objectives

Competition is the basis of America's free enterprise system. The competitive events program provides a stimulus for FBLA members to participate in activities that promote an understanding of the free enterprise system.
Objectives of the competitive events program are:

- To motivate student learning
- To motivate adviser teaching
- To test skills and knowledge learned in the classroom and on the job
- To provide a positive public relations vehicle
- To promote involvement in school and community activities
- To provide leadership opportunities
- To promote spirit of cooperation
- To involve business and community leaders in FBLA activities
- To facilitate the transition from school to work.

Participation

Competitive events are selected for two purposes:

(1) To promote desirable local chapter activities, and
(2) To capitalize on the interests and talents of the majority of the chapter membership.

Events fall into three categories: individual, team, and chapter events. **An individual member may enter only ONE individual or team event. The L. Marguerite Crumley and Frank Manning Peele Scholarships and Who's Who in FBLA are exceptions.** All participants must be active members of an active FBLA chapter. Associate members are not eligible to participate in events.

Judging

Evaluation of events is based upon criteria established in the guidelines. Should a tie occur in any event, it is the responsibility of the judges to use a system of weighting to determine specific places in an interview or demonstration situation. **On a written examination, the tests will be numbered in order of completion; if a tie occurs, the winner will be the person submitting the test first.**

All reports must be prepared by student members, not advisers. Advisers should serve as consultants to ensure that the reports are well organized, contain substantiated statements, and are written in a business style.

Entries not adhering to the event guidelines will be disqualified. All judges' decisions are final.

COMPETITIVE EVENTS SUMMARY

CHAPTER	Regional	State	National
Honor Chapter Award		X	
Gold Seal Chapter Award of Merit (Hollis and Kitty Guy Award)			X
American Enterprise Project	X	X	X
Community Service Project		X	X
Largest Local Chapter Membership	X	X	X
Local Chapter Annual Business Report (Hamden L. Forkner Award)		X	X
Local Recruitment of Chapters		X	X
Partnership With Business Project		X	X
State Service Project		X	
TEAM			
Parliamentary Procedure	X	X	X
INDIVIDUAL			
Mr. Future Business Leader	X	X	X
Ms. Future Business Leader	X	X	X
Career Manual	X	X	
Job Description Manual	X	X	X
Job Interview	X	X	X
Public Speaking	X	X	X
L. Marguerite Crumley/Frank Manning Peele Scholarships	X	X	
Dowell J. Howard/Arthur L. Walker Leadership Scholarships		X	
Who's Who in FBLA		X	X
Accounting I	X	X	X
Accounting II	X	X	X
Business Calculations	X	X	X
Business English	X	X	X
Business Law	X	X	X
Business Math	X	X	X
Computer Applications for Business	X	X	X
Computer Concepts	X	X	X
Economics	X	X	X
Information Processing Concepts	X	X	X
Introduction to Business	X	X	X
Office Procedures	X	X	X
Keyboarding Applications	X	X	X
Keyboarding Applications Advanced	X	X	X
Shorthand I	X	X	X
Shorthand II	X	X	X
Machine Transcription	X	X	X

VIRGINIA POINT SYSTEM FOR HONOR CHAPTERS

	Points Received	Activity
1.	_____	Each local chapter activity reported - maximum of 20 points; must be a balanced program (only 2 reports in each area)
2.	_____	Dues in on time, November 1 (5)
3.	_____	Advisers Form in on time, October 1 (2)
4.	_____	Officers Form in on time, October 1 (2)
5.	_____	Chartering and/or Reactivating a chapter (5)
6.	_____	Promoting each new or inactive chapter (3)
7.		Officer Candidate:
	_____	Regional (1)
	_____	State (2)
	_____	National (3)
8.	_____	State Officer (including Regional President) (5)
9.	_____	Regional Officer (other than President) (4)
10.	_____	National Officer (5)
11.		Chapter represented at:
	_____	National Leadership Conference (3)
	_____	Summer Leadership Training Conference (3)
	_____	Regional Fall Workshop (3)
	_____	Southern Region Fall Leadership Conference (3)
	_____	Regional Spring Conference (3)
	_____	State Leadership Conference (3)
12.	_____	Planned Public Relations Program, November 15 (5)
13.	_____	Article, each issue of Tomorrow's Business Leader (2)
14.	_____	Program of Work in on time, November 1 (2)
15.	_____	Evaluation Report in on time, May 15 (2)
16.	_____	State Leadership Conference Registration in on time (1)
17.	_____	Summer Leadership Training Conference Registration in on time (1)
18.		**AMERICAN ENTERPRISE PROJECT**
	_____	Regional: First (15), Second (14), Third (13), Participant (10)
	_____	State: First (10), Second (9), Third (8), Fourth (7), Fifth (6)
	_____	National Recognition (5)
19.		**COMMUNITY SERVICE PROJECT**
	_____	State: First (8), Second (7), Third (6), Fourth (5), Fifth (4), Participant (3)
	_____	National Recognition (5)
20.		**LARGEST LOCAL CHAPTER MEMBERSHIP**
	_____	Regional: First (5), Second (4), Third (3)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
21.		**LOCAL CHAPTER ANNUAL BUSINESS REPORT**
	_____	State: First (15), Second (14), Honorable Mention (12), Participant (10)
	_____	National Recognition (5)
22.		**LOCAL RECRUITMENT OF CHAPTERS**
	_____	State Winner (5)
	_____	National Recognition (5)
23.		**PARTNERSHIP WITH BUSINESS PROJECT**
	_____	State: First (8), Second (7), Third (6), Fourth (5), Fifth (4), Participant (3)
	_____	National Recognition (5)
24.		**STATE SERVICE PROJECT--PROJECT ASK**
		Financial Phase
	_____	Local Chapter Contribution (10)
	_____	Largest Regional Contribution (4 additional points)
	_____	Largest State Contribution (3 additional points)
		Public Information Phase
	_____	State: First (10), Second (9), Third (8), Fourth (7), Fifth (6), Participant (5)
25.		**PARLIAMENTARY PROCEDURE**
	_____	Regional Team: First (8), Second (7), Third (6), Participant (5)
	_____	State: First (8), Second (7), Third (6), Fourth (5), Fifth (4)
	_____	State Team Member (3)
	_____	National Recognition (5)
26.		**MR. FUTURE BUSINESS LEADER**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
27.		**MS. FUTURE BUSINESS LEADER**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
28.		**CAREER MANUAL**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
29.		**JOB DESCRIPTION MANUAL**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
30.		**JOB INTERVIEW**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)

For Office Use	
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	Points Received	Activity
31.	_____	**PUBLIC SPEAKING**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
32.		**L. MARGUERITE CRUMLEY AND FRANK MANNING PEELE SCHOLARSHIPS**
	_____	Regional: Finalist (3), Participant (2)
	_____	State Winner (5), Alternate (3)
33.		**DOWELL J. HOWARD AND ARTHUR L. WALKER SCHOLARSHIPS**
	_____	State Winner (5), Alternate (3), Participant (2)
34.		**WHO'S WHO IN FBLA**
	_____	State Winner (5), Participant (2)
	_____	National Recognition (5)
35.		**ACCOUNTING I**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
36.		**ACCOUNTING II**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
37.		**BUSINESS CALCULATIONS**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
38.		**BUSINESS ENGLISH**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
39.		**BUSINESS LAW**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
40.		**BUSINESS MATH**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
41.		**COMPUTER APPLICATIONS FOR BUSINESS**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
42.		**COMPUTER CONCEPTS**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
43.		**ECONOMICS**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
44.		**INFORMATION PROCESSING CONCEPTS**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
45.		**INTRODUCTION TO BUSINESS**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
46.		**OFFICE PROCEDURES**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
47.		**KEYBOARDING APPLICATIONS**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
48.		**KEYBOARDING APPLICATIONS ADVANCED**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
49.		**SHORTHAND I**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
50.		**SHORTHAND II**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
51.		**MACHINE TRANSCRIPTION**
	_____	Regional: First (5), Second (4), Third (3), Participant (2)
76	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)

VIRGINIA POINT SYSTEM
FOR JUNIOR HIGH/MIDDLE SCHOOL HONOR CHAPTERS

	Points Received	Activity
1.	_____	Each local chapter activity reported - maximum of 20 points; must be a balanced program (only 2 reports in each area)
2.	_____	Dues in on time, November 1 (5)
3.	_____	Advisers Form in on time, October 1 (2)
4.	_____	Officers Form in on time, October 1 (2)
5.	_____	Chartering and/or Reactivating a chapter (5)
6.	_____	Promoting each new or inactive chapter (3)
7.		Officer Candidate:
	_____	Regional (1)
	_____	State (2)
8.	_____	State Officer (including Regional President) (5)
9.	_____	Regional Officer (other than President) (4)
10.		Chapter represented at:
	_____	National Leadership Conference (3)
	_____	Summer Leadership Training Conference (3)
	_____	Regional Fall Workshop (3)
	_____	Southern Region Fall Leadership Conference (3)
	_____	Regional Spring Conference (3)
	_____	State Leadership Conference (3)
11.	_____	Planned Public Relations Program, November 15 (5)
12.	_____	Article, each issue of Tomorrow's Business Leader (2)
13.	_____	Program of Work in on time, November 1 (2)
14.	_____	Evaluation Report in on time, May 15 (2)
15.	_____	State Leadership Conference Registration in on time (1)
16.	_____	Summer Leadership Training Conference Registration in on time (1)
17.		AMERICAN ENTERPRISE PROJECT
	_____	Regional: First (15), Second (14), Third (13), Participant (10)
	_____	State: First (10), Second (9), Third (8), Fourth (7), Fifth (6)
	_____	National Recognition (5)
18.		COMMUNITY SERVICE PROJECT
	_____	State: First (8), Second (7), Third (6), Fourth (5), Fifth (4), Participant (3)
	_____	National Recognition (5)
19.		LARGEST LOCAL JUNIOR HIGH/MIDDLE SCHOOL CHAPTER MEMBERSHIP
	_____	Regional: First (5), Second (4), Third (3)
	_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
	_____	National Recognition (5)
20.		LOCAL CHAPTER ANNUAL BUSINESS REPORT
	_____	State: First (15), Second (14), Honorable Mention (12), Participant (10)
	_____	National Recognition (5)
21.		LOCAL RECRUITMENT OF CHAPTERS
	_____	State Winner (5)
	_____	National Recognition (5)
22.		PARTNERSHIP WITH BUSINESS PROJECT
	_____	State: First (8), Second (7), Third (6), Fourth (5), Fifth (4), Participant (3)
	_____	National Recognition (5)

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Points Received	Activity
23.	STATE SERVICE PROJECT--PROJECT ASK
	Financial Phase
_____	Local Chapter Contribution (10)
_____	Largest Regional Contribution (4 additional points)
_____	Largest State Contribution (3 additional points)
	Public Information Phase
_____	State: First (10), Second (9), Third (8), Fourth (7), Fifth (6), Participant (5)
24.	PARLIAMENTARY PROCEDURE
_____	Regional Team: First (8), Second (7), Third (6), Participant (5)
_____	State: First (8), Second (7), Third (6), Fourth (5), Fifth (4)
_____	State Team Member (3)
_____	National Recognition (5)
25.	CAREER MANUAL
_____	Regional: First (5), Second (4), Third (3), Participant (2)
_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
26.	PUBLIC SPEAKING
_____	Regional: First (5), Second (4), Third (3), Participant (2)
_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
_____	National Recognition (5)
27.	BUSINESS CALCULATIONS
_____	Regional: First (5), Second (4), Third (3), Participant (2)
_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
_____	National Recognition (5)
28.	BUSINESS ENGLISH
_____	Regional: First (5), Second (4), Third (3), Participant (2)
_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
_____	National Recognition (5)
29.	BUSINESS MATH
_____	Regional: First (5), Second (4), Third (3), Participant (2)
_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
_____	National Recognition (5)
30.	INTRODUCTION TO BUSINESS
_____	Regional: First (5), Second (4), Third (3), Participant (2)
_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
_____	National Recognition (5)
31.	KEYBOARDING APPLICATIONS
_____	Regional: First (5), Second (4), Third (3), Participant (2)
_____	State: First (5), Second (4), Third (3), Fourth (2), Fifth (1)
_____	National Recognition (5)

HONOR CHAPTERS

As an objective means of promoting and recognizing outstanding work in FBLA chapters in Virginia, an evaluation in the form of points has been given to various FBLA activities. The purpose of the point system is to encourage participation.

Eligibility

All local chapters are eligible.

Regulations

1. Chapters (high school and vocational, technical, career center) must earn at least 90 points according to the points sheet (see Page 75); junior high/middle school chapters must earn at least 60 points (see Page 77).

2. Twenty (20) of the total points earned must be for a balanced program of activities--business knowledge and skills, school and community service, leadership and promotion, financial activities, and social activities.

3. The FBLA points year runs from the end of one State Leadership Conference through the end of the following year's State Leadership Conference.

Procedure

Records for each chapter are maintained by the FBLA Points Coordinator. The only points information submitted by local chapters will be activity reports for a balanced program. The Points Coordinator obtains additional points information directly from Regional Directors and State Office records.

Judging

The records of the Points Coordinator are audited prior to and during the State Leadership Conference to determine those chapters earning Honor Chapter status.

Awards

All Honor Chapters will be recognized at the State Leadership Conference. The chapter earning the highest number of points will be recognized as the state's Most Outstanding Chapter; this award is sponsored by the Richmond Chapter, Administrative Management Society.

GOLD SEAL CHAPTER AWARD OF MERIT
(Hollis and Kitty Guy Award)

Outstanding local chapters in Virginia are recognized nationally for their achievements.

Eligibility

1. The State Chapter may nominate 15 percent of the state's active chapters. A chapter must have received Honor Chapter status by the end of the current year's State Leadership Conference.

2. Initial state and national dues must be paid by November 1.

3. A chapter must have submitted a copy of the Local Chapter Annual Business Report prior to the State Leadership Conference. The report must adhere to event guidelines as determined by a screening committee.

Procedure

The records of the Points Coordinator are audited to determine the top 15 percent of Virginia's active chapters based on the point system for selecting Honor Chapters.

Suggested Criteria

- Conducted projects or programs identified with goals of FBLA-PBL
- Sent representatives to FBLA conferences sponsored by the state chapter and the national association
- Participated in state and national activities and projects
- Encouraged other schools to organize FBLA or PBL chapters
- Planned visitations to business and industry
- Conducted financial development projects (if school policy permits)
- Invited businesspeople and other professionals to become involved in chapter activities
- Promoted FBLA-PBL
- Conducted a public relations program in the school and community and documented the activities with newspaper clippings and reports of radio/TV coverage

Judging

The chapter's files in the State Office and its Local Chapter Annual Business Report will be reviewed to substantiate the chapter's nomination.

Awards

The number of awards presented is determined by a maximum of 15 percent of the active local chapters in the state.

AMERICAN ENTERPRISE PROJECT

This event is designed to increase understanding of and support for the American enterprise system within the school and/or community by developing a community information education program.

Eligibility/Regulations

1. All local chapters are eligible.
2. The project must be based upon a research project conducted by the local chapter and must describe activities conducted between the previous year's State Leadership Conference and the current year's regional conference.
3. The report format:
   - The report must be typewritten and/or typeset and must not exceed 10 numbered pages; title page, table of contents, dividers, appendices, and front and back covers may be included but are not part of the count. Each side of the paper upon which information is given is counted as a page. Covers may include information but are not counted in the page limit.
   - Pages must be no larger than 8½" x 11".
   - Pages must not be laminated or in sheet protectors.
   - The report may be single or double spaced.
   - The report must have a paper cover of a weight such as cover stock, index stock, or card stock. It must not exceed 9" by 12".
   - Two- or three-ring notebooks or plastic covers are not acceptable.
   - Valuable items must not be included with the report. Copies should be sent instead of important original documents.
   - Quality reproductions, including photocopies and/or halftones, are acceptable; pasted-on photographs, illustrations, etc., are not acceptable.
   - Scrapbooks and loose or bulky exhibits are not acceptable.
4. The project described in the report cannot be submitted in any other event with the exception of Local Chapter Annual Business Report.
5. Three copies of the project report must be received by the Regional Director prior to the regional spring conference, by an exact date to be established annually.
6. Reports will not be returned to chapters.
7. Entries not adhering to these regulations will be disqualilfied.

Procedure

The project must promote an awareness of the American enterprise system within the school and/or community and be designed for chapter participation, not individual participation.

The report format should follow the same sequence shown on the rating sheet. If information is not available on any item, a statement should be included to that effect. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged.

Judging

Reports will be judged at the regional and state levels. The first-place regional winners will compete at the state level. The first- and second-place state winners will represent Virginia in the national event. The reports will be reviewed by a screening committee to determine if chapters have complied with the eligibility/regulations requirements. A panel of judges will select the winners. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	15
	Second	14
	Third	13
	Participant	10
State:	First	10
	Second	9
	Third	8
	Fourth	7
	Fifth	6
National Recognition:		5

RATING SHEET

AMERICAN ENTERPRISE PROJECT

Content

Purpose of project		
Project designed specifically to promote local understanding of and support for the American enterprise system	_____ 15	
Description of project		
Planning, development, and implementation	_____ 25	
Originality of project	_____ 5	
Research into school and/or community needs	_____ 5	
Evaluation and results		
Benefits to and impact on the school and/or community	_____ 20	
Evidence of publicity received	_____ 10	_____ 80

Format of Report

Clear and concise presentation with logical arrangement of information	_____ 5	
Title page and table of contents; correct grammar, punctuation, and spelling; and acceptable business style	_____ 15	_____ 20
	TOTAL SCORE	_____ 100

SCHOOL _____

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COMMUNITY SERVICE PROJECT

This event is designed to recognize FBLA chapters that develop projects to serve the community and its citizens.

Eligibility/Regulations

1. All local chapters are eligible. This project is conducted at the state and national levels; there are no regional eliminations.

2. The project report must describe an activity that was conducted between the previous year's State Leadership Conference and the current year's State Leadership Conference.

3. The report format:

   - The report must be typewritten and/or typeset and must not exceed five numbered pages; title page, table of contents, dividers, appendices, and front and back covers may be included but are not part of the count. Each side of the paper upon which information is given is counted as a page. Covers may include information but are not counted in the page limit.
   - Pages must be no larger than 8½" x 11".
   - Pages must not be laminated or in sheet protectors.
   - The report may be single or double spaced.
   - The report must have a paper cover of a weight such as cover stock, index stock, or card stock. It must not exceed 9" x 12".
   - Two- or three-ring notebooks or plastic covers are not acceptable.
   - Valuable items must not be included with the report. Copies should be sent instead of important original documents.
   - Quality reproductions, including photocopies and/or halftones, are acceptable; pasted-on photographs, illustrations, etc., are not acceptable.
   - Scrapbooks and loose or bulky exhibits are not acceptable.

4. The project described in the report cannot be submitted in any other event with the exception of Local Chapter Annual Business Report.

5. The entry form and three copies of the project report must be submitted to the State Office two to three weeks prior to the State Leadership Conference, by an exact date to be established annually.

6. Reports will not be returned to chapters.

7. Entries not adhering to these regulations will be disqualified.

Procedure

The project must be in the interest of the community and its citizens and be designed for chapter participation, not individual participation. The report must describe a chapter project that serves the community.

The report format should follow the same sequence shown on the rating sheet. If information is not available on any item, a statement should be included to that effect. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged.

Judging

The reports will be reviewed by a screening committee to determine if chapters have complied with the eligibility/regulations requirements. A panel of judges will select the winners. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is five. A cash award is presented by Virginia Business Education Association to the first-place winner.

Points for participation:

*State	First	8
	Second	7
	Third	6
	Fourth	5
	Fifth	4
	Participant	3
National Recognition:		5

*Only first- and second-place winners will be eligible for national competition.

RATING SHEET

COMMUNITY SERVICE PROJECT

Content

Purpose of project		
Statement of project goals		
Service to the community and its citizens	_____ 20	
Scope and intensity of project		
Planning, development, and implementation	_____ 30	
Uniqueness of project	_____ 5	
Benefits to and impact on the community	_____ 15	
Evidence of publicity received	_____ 10	_____ 80

Format of Report

Clear and concise presentation with logical arrangement of information	_____ 5	
Title page and table of contents; correct grammar, punctuation, and spelling; and acceptable business style	_____ 15	_____ 20
	TOTAL SCORE	_____ 100

SCHOOL _____

LARGEST LOCAL CHAPTER MEMBERSHIP

To achieve its purposes, the Future Business Leaders of America should actively promote the organization at the local chapter level and work to increase membership. Each chapter should provide an opportunity for as many students as possible to be better prepared for careers in business. Also, effective state and national programs depend upon membership support and growth. Continued membership growth has made possible the expansion of services and materials for local chapters. Membership recruitment offers a worthwhile experience in public relations and leadership. Recognition is given to those chapters and members who have most actively promoted the growth of FBLA.

Eligibility

All local chapters are eligible.

Procedure

Although no official entry form is required, active promotion of local chapter membership is a prerequisite for participation.

Judging

Winners in this event are determined after an audit of state and national membership records.

Awards

The three largest chapters in each region will be recognized at the Spring Regional Conference. Virginia's five largest chapters will be recognized at the State Leadership Conference. The largest junior high/middle school chapter membership will be awarded separately.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

LOCAL CHAPTER ANNUAL BUSINESS REPORT
(HAMDEN L. FORKNER AWARD)

Reports are used extensively in business to inform management, other employees, stockholders, and the general public. Summarizing the year's activities provides an excellent opportunity for members to gain experience in preparing an annual business report.

Eligibility/Regulations

1. All local chapters are eligible.
2. **THIS EVENT IS A REQUIREMENT IF A CHAPTER IS TO BE NOMINATED FOR THE GOLD SEAL CHAPTER AWARD OF MERIT.**
3. The report must describe activities conducted from the previous year's State Leadership Conference through the current year's regional conference.
4. The report format:
   - The report must be typewritten and/or typeset and must not exceed 30 numbered pages including title page, table of contents, dividers, and appendices but excluding front and back covers. Each side of the paper upon which information is given is counted as a page. Covers may include information but are not counted in the page limit.
   - Pages must be no larger than 8½" x 11".
   - Pages must not be laminated or in sheet protectors.
   - The report may be single or double spaced.
   - The report must have a paper cover of a weight such as cover stock, index stock, or card stock. It must not exceed 9" x 12".
   - Two- or three-ring notebooks or plastic covers are not acceptable.
   - Valuable items must not be included with the report. Copies should be sent instead of important original documents.
   - Quality reproductions, including photocopies and/or halftones, are acceptable; pasted-on photographs, illustrations, etc., are not acceptable.
   - Scrapbooks and loose or bulky exhibits are not acceptable.
5. One copy of this report must be in the FBLA State Office by Friday, one week prior to the beginning of the State Leadership Conference.
6. Reports will not be returned to chapters.
7. Entries not adhering to these regulations will be disqualified.

Procedure

The format of the report should be similar to that of an annual business report with substantiated statements and clear and concise format. Creativity through design and use of meaningful graphics is encouraged. The report format should follow the same sequence shown on the rating sheet. If information is not available on any item, a statement should be included to that effect.

Judging

The reports will be reviewed by a screening committee to determine if chapters have complied with the eligibility/regulations requirements. A panel of judges will select the winners. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is ten. The first- and second-place awards are sponsored by Gamma Gamma Chapter of Delta Pi Epsilon, Virginia Commonwealth University.

Points for participation:

*State:	First	15
	Second	14
	Honorable Mention	12
	Participant	10
National Recognition:		5

*Only first- and second-place winners will be eligible for national competition.

RATING SHEET

LOCAL CHAPTER ANNUAL BUSINESS REPORT

Chapter Profile

Letter to your membership (stockholders) Number of members Size of school and community When and how chapter was organized		_____ 5

Productivity

Recruitment of members and chapters	_____ 5	
Leadership development for officers and members	_____ 10	
Preparation for students for careers in business	_____ 5	
Service to the school	_____ 5	
Cooperation with business, professional, and service groups within the community	_____ 5	
Participation in public relations activities	_____ 5	
Support of FBLA-PBL national and state projects	_____ 5	
Attendance and participation at conferences sponsored by the state chapter and national association	_____ 5	_____ 45

Recognition

For FBLA-PBL competitive events and activities	_____ 6	
For school, community, business, and industry activities	_____ 4	_____ 10

Businesslike Procedures

Chapter management and organization	_____ 5	
Financial development, including financial statement	_____ 5	_____ 10

Format of Report

Clear and concise presentation with logical arrangement of information	_____ 10	
Title page and table of contents; correct grammar, punctuation, and spelling; and acceptable business style	_____ 15	
Design and graphics	_____ 5	_____ 30
	TOTAL SCORE	_____ 100

SCHOOL _____

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LOCAL RECRUITMENT OF CHAPTERS

This event is designed to honor those chapters that charter or reactivate chapters of FBLA and/or PBL. Additional chapters provide more students the opportunity to become better prepared for careers in business and make possible the continued expansion of services and activities.

Eligibility

All local chapters are eligible. Chapters installing officers and inducting members of chapters already active do not qualify for this event.

Procedure

The local chapter must file an official form with the State Office two to three weeks prior to the State Leadership Conference, by an exact date to be established annually.

Judging

The winner in this event is determined by an audit of state membership records prior to the State Leadership Conference.

Awards

The first-place chapter will be recognized at the State Leadership Conference.

Points for participation:

State Winner:	5
National Recognition:	5

PARTNERSHIP WITH BUSINESS PROJECT

This event is designed to recognize FBLA chapters that develop and implement the most innovative, creative, and effective plan for increasing dialogue and interaction with business leaders who are executives or entrepreneurs of successful businesses.

Eligibility/Regulations

1. All local chapters are eligible. This project is conducted at the state and national levels; there are no regional eliminations.

2. The project report must describe an activity that was conducted between the previous year's State Leadership Conference and the current year's State Leadership Conference.

3. The report format:

   - The report must be typewritten and/or typeset and must not exceed 10 numbered pages; title page, table of contents, dividers, appendices, and front and back covers may be included but are not part of the count. Each side of the paper upon which information is given is counted as a page. Covers may include information but are not counted in the page limit.
   - Pages must be no larger than 8½" x 11".
   - Pages must not be laminated or in sheet protectors.
   - The report may be single or double spaced.
   - The report must have a paper cover of a weight such as cover stock, index stock, or card stock. It must not exceed 9" x 12".
   - Two- or three-ring notebooks or plastic covers are not acceptable.
   - Valuable items must not be included with the report. Copies should be sent instead of important original documents.
   - Quality reproductions, including photocopies and/or halftones, are acceptable; pasted-on photographs, illustrations, etc., are not acceptable.
   - Scrapbooks and loose or bulky exhibits are not acceptable.

4. The project described in the report cannot be submitted in any other event with the exception of Local Chapter Annual Business Report.

5. The entry form and three copies of the project report must be submitted to the State Office two to three weeks prior to the State Leadership Conference, by an exact date to be established annually.

6. Reports will not be returned to chapters.

7. Entries not adhering to these regulations will be disqualified.

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Procedure

This project must describe activities designed to increase dialogue and interaction with business leaders in order to determine their roles, responsibilities, and leadership characteristics as executives or entrepreneurs of successful businesses.

The report format should follow the same sequence shown on the rating sheet. If information is not available on any item, a statement should be included to that effect. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged.

Judging

The reports will be reviewed by a screening committee to determine if chapters have complied with the eligibility/regulations requirements. A panel of judges will select the winners. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is five. A cash award is presented by Virginia Business Education Association to the first-place winner.

Points for participation:

*State:	First	8
	Second	7
	Third	6
	Fourth	5
	Fifth	4
	Participant	3
National Recognition:		5

*Only first- and second-place winners will be eligible for national competition. A maximum of ten chapters nationwide will be notified by June 1 that they are finalists in this event and must give oral presentations at the National Leadership Conference.

RATING SHEET

PARTNERSHIP WITH BUSINESS PROJECT

Content

Development		
Designed to bridge relationship of chapter members with business leaders and their concepts of business operation	_____ 15	
Roles and responsibilities of leaders		
Definition of leadership Characteristics of leadership	_____ 10	
Business involvement		
Learned from management to demonstrate interaction with business leaders to determine their roles, responsibilities, and leadership characteristics	_____ 20	
Degree of involvement		
Hours spent, personal contact, executives or department heads contacted	_____ 15	
Chapter involvement		
Percent of chapter members involved	_____ 10	
Evidence of publicity received	_____ 5	_____ 75

Format of Report

Clear and concise presentation with logical arrangement of information	_____ 5	
Title page and table of contents; correct grammar, punctuation, and spelling; and acceptable business style	_____ 10	
Creativity of written presentation	_____ 5	
Design and graphics	_____ 5	_____ 25
	TOTAL SCORE	_____ 100

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SCHOOL _____

STATE SERVICE PROJECT

Project ASK is the FBLA-PBL State Service Project. ASK, Association for the Study of Childhood Cancer, is a non-profit association of parents, health professionals, and concerned citizens throughout Virginia. FBLA-PBL's support of Project ASK allows the organization to conduct diagnostic research, employ a patient counselor/chaplain, and serve as a support group for families of children with cancer.

Eligibility

All local chapters are eligible to participate in the financial phase and/or the public information phase of the project. Attendance at the State Leadership Conference is not required. There are no regional eliminations. Report forms necessary for participation in Project ASK are sent to local chapters in a special mailing.

Financial Phase

Every FBLA chapter making a monetary contribution to Project ASK will be recognized with a Certificate of Appreciation at the State Leadership Conference. In order for local chapters to receive points for participation and to be eligible for a certificate, the Project ASK report form must be submitted to the FBLA State Office by April 1. Those chapters making the largest regional contributions and the largest statewide contribution will receive plaques at the State Leadership Conference.

Points for participation:

Local Chapter Contribution	10 points
Largest Regional Contribution	4 additional points
Largest State Contribution	3 additional points

Public Information Phase

1. Projects chosen should focus on the roles FBLA members can play in educating their peers and the general public about childhood cancer and the ASK organization. These projects should be directed toward generating public interest in ASK and its purposes.

2. Projects can involve FBLA chapter members, other young people, school faculty and administrators, medical staff, ASK members, and business and community leaders.

3. This report must describe activities conducted between the previous year's State Leadership Conference and the current year's State Leadership Conference.

4. The report format:

   - The report must be typewritten and/or typeset and must not exceed five numbered pages; title page, table of contents, dividers, appendices, and front and back covers may be included but are not part of the count. Each side of the paper upon which information is given is counted as a page. Covers may include information but are not counted in the page limit.

- Pages must be no larger than 8½" x 11".
- Pages must not be laminated or in sheet protectors.
- The report may be single or double spaced.
- The report must have a paper cover of a weight such as cover stock, index stock, or card stock. It must not exceed 9" x 12".
- Two- or three-ring notebooks or plastic covers are not acceptable.
- Valuable items must not be included with the report. Copies should be sent instead of important original documents.
- Quality reproductions, including photocopies and/or halftones, are acceptable; pasted-on photographs, illustrations, etc., are not acceptable.
- Scrapbooks and loose or bulky exhibits are not acceptable.

5. The entry form and three copies of the project report must be submitted to the State Office two to three weeks prior to the State Leadership Conference, by an exact date to be established annually.

6. Reports will not be returned to chapters.

7. Entries not adhering to these regulations will be disqualified.

Points for participation:

State:	First	10
	Second	9
	Third	8
	Fourth	7
	Fifth	6
	Participant	5

Judging

Project ASK financial records maintained by the FBLA-PBL Executive Secretary will be audited prior to the State Leadership Conference to determine chapters making contributions to the project.

The public information reports will be reviewed by a screening committee to determine if chapters have complied with the eligibility/regulations requirements. A panel of judges that will include ASK representatives will select the winners. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number for the financial phase is twelve; for the public information phase, five.

PARLIAMENTARY PROCEDURE

FBLA furnishes the laboratory for the practice of parliamentary procedure. Each chapter is asked to spend some time on a formal study of parliamentary procedure, and all business meetings should be conducted by strict parliamentary procedure. In addition to learning and practicing parliamentary procedure, team participants develop speaking ability and poise through competitive performance.

Eligibility/Regulations

Each local chapter may enter a team composed of five persons in the regional event. The team with the highest average will represent the region in the state event. No more than two team members entering the regional/state event may have participated in previous national competition. Five individuals with the highest scores on the written test at the State Leadership Conference will be designated the State Team and will represent Virginia at the National Leadership Conference.

Procedure

Region. At the regional conference, the team will take a 50-minute written objective test on the principles of parliamentary procedure and FBLA state and national bylaws. Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators. The team score is determined by averaging the scores of its five members.

State. At the state level, the event will be a one-hour written objective test on parliamentary procedure principles and the FBLA state and national bylaws. Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators. The team score is determined by averaging the scores of its members. A performance test will be required of the five teams making the highest average scores on this written test.

The five teams with the highest average scores on the written test will meet for instructions and will draw for places shortly before the performance test is scheduled to begin. The five team members will assume the roles of president, vice-president, secretary, treasurer, and an additional member. Twenty minutes before each performance, the team's president will receive an envelope containing five copies of the problem to be distributed to team members. The team may use preparation time to consider procedure. Parliamentary procedure reference materials may be used during this preparation period but not in the performance. Participants must furnish their own pens or pencils.

The performance must include presentation of procedures that are used in a complete **regular** meeting of the chapter from the time the meeting is called to order until it is adjourned. Items designated in the problem must be included in the appropriate order of business, but other items should also be taken up during the meeting.

The following items may be taken into the preparation room and may be used in the performance: one copy of the problem for each member of the team, one copy of the agenda, the treasurer's report, a copy of the minutes from a preceding meeting, and paper for recording the minutes of this meeting. The problem may or not include each

class of motions, but all five classes of motions--main, subsidiary, privileged, incidental, and motions that bring a question again before the assembly--must be demonstrated during the meeting, and at least one rule that might be applied to each must be used.

Performance time is 9 to 11 minutes; a deduction in score is made for each full half minute over or under the time frame of 9 to 11 minutes.

The team's secretary has 30 minutes following the performance test to prepare and file with the judges the minutes of the performance and may secure the assistance of one other member. No reference materials may be used during the writing of the minutes other than the problem, minutes of the previous meeting, and the notes taken by the secretary during the performance. The minutes are to be handwritten on white paper (8½" x 11") provided by the event coordinator. These minutes will be judged on both form and content.

Final rank is determined by weighting 20% team average test score and 80% team performance score.

The junior making the highest score on the state parliamentary procedure written test will become Parliamentarian of the State Chapter. This individual may or may not be a member of the State Team.

Judging

The written test will be hand or machine graded. Ties will be broken based on the time the test was submitted. Judges for the performance test will be persons competent in the technical aspects of parliamentary procedure and experienced in the evaluation of a parliamentary demonstration. Judges' decisions will be based on Robert's Rules of Order, Newly Revised, copyright 1981. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional Team:	First	8
	Second	7
	Third	6
	Participant	5
State Team:	First	8
	Second	7
	Third	6
	Fourth	5
	Fifth	4
State Team Members:		3
National Recognition:		5

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References

Robert's Rules of Order, Newly Revised, General Henry M. Robert, Scott Foresman and Company, Glenview, IL 60025.

Pointers on Parliamentary Procedure, National Association of Parliamentarians, 6301 James A. Reed Road, Suite 114, Kansas City, MO 64133-4751.

RATING SHEET

PARLIAMENTARY PROCEDURE PERFORMANCE

SCHOOL _____

TEAM RANK _____

Motions

	MAIN	SUBSIDIARY	PRIVILEGED	INCIDENTAL	BRING AGAIN	VALUE	SCORE	COMMENTS
Made						5		
Seconded						5		
Stated						5		
Debate or no debate						5		
Put to vote						5		
Vote result announced						5		

TOTAL 30 _____

Business of the Meeting

	VALUE	SCORE	COMMENTS
Problem: quality (concise, complete, clear, germane)	15		
Directions followed	5		
Other business: quality	10		
TOTAL	30	_____	

General Parliamentary Procedure

	VALUE	SCORE	COMMENTS
Proper order of business	5		
Minutes of meeting	10		
Proper use of parliamentary terms	8		
Clarity of expression, voice projection	5		
Impartiality of presiding official	2		
Initiative of members	5		
Poise, dignity, and appearance	5		

Time _____ **TOTAL** 40 _____

(Deduct one point per full half minute under 9 minutes or over 11 minutes.)

Total scores

Motions _____

Business of the Meeting _____

General Parliamentary Procedure _____

Time Penalty - _____

Performance Score _____ x 80% = _____

Average Written Test Score _____ x 20% = _____

TOTAL SCORE _____

90

MR. OR MS. FUTURE BUSINESS LEADER

These events are designed to give recognition to outstanding members who have demonstrated qualities of leadership, participation and interest in FBLA, and evidence of knowledge and skills essential for successful careers in business.

Eligibility/Regulations

1. Each local chapter may enter one contestant in each regional event. The contestants receiving first-place ratings on the regional level will represent their region in the state events.

2. The contestants must:

   a. Have taken or be currently enrolled in courses that provide at least three units in business work.

   b. Be seniors.

   c. Have definite plans to work in business upon high school graduation or have definite plans to attend a postsecondary school or college and major in a business curriculum, such as business education, business administration, office management, etc.

   d. Be or have been a local, regional, or state FBLA chapter officer or a chairman of a standing committee.

   e. Be in not less than the second year of FBLA participation.

   f. Have an above-average scholarship rating in business subjects.

   g. Bring the following in one letter-size manila folder to the interview:

      1. Three copies of a one-page letter of application FOR THE AWARD from the participant. Address letter to:

         FBLA-PBL Executive Secretary
         Department of Education
         P.O. Box 6Q
         Richmond, VA 23216-2060

      2. Three copies of a brief resume of the participant (no more than two pages).

      3. One copy of the letter of application and one copy of the resume make one set of materials. Each set should be paper clipped.

      Photographs are not allowed. No other materials will be accepted.

Procedure

Region. Contestants at the regional level will be given a 45-minute written objective test designed to measure a student's knowledge of FBLA and business concepts. The

test may include general information about FBLA-PBL history and state and national FBLA bylaws, business concepts (basic business principles, accounting, and economics), business mathematics, written communications, parliamentary procedure, and information processing.

No reference materials may be brought to the test. Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators. The individuals in each event with the top six scores on the written test will be interviewed for eight minutes by a panel of judges at the regional conference. The interview scores and the written test scores are weighted equally to determine regional winners.

State. In state competition, regional representatives in these events will be given a 45-minute written objective test to measure students' knowledge of FBLA and business concepts. The test may include general information about FBLA-PBL history and state and national FBLA bylaws, business concepts (basic business principles, accounting, and economics), business mathematics, written communications, parliamentary procedure, and information processing.

No reference materials may be brought to the test. Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators. All regional representatives will be scheduled for eight-minute interviews with a panel of judges. The interview scores and the written test scores will be weighted equally to determine state winners.

Judging

The written test will be hand or machine graded. There will be a panel of judges for the interview portions of these events. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number in each event is three at the regional level; five at the state level. The first-place state award for Mr. Future Business Leader is sponsored by the Roanoke Chapter, Administrative Management Society, and the first-place Ms. Future Business Leader by the Hampton Roads Chapter, Administrative Management Society.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

RATING SHEET

MR. OR MS. FUTURE BUSINESS LEADER

Letter of Application and Resume

Clear and concise presentation of facts with logical arrangement	_____ 5	
Correct grammar, punctuation, spelling, and acceptable business style	_____ 5	
Evidence of participation in FBLA and skills for business	_____15	_____ 25

Interview

Poise and maturity	_____ 5	
Self-confidence, initiative, and assertiveness	_____ 5	
Communication skills	_____10	
Presentation of facts in an orderly manner	_____ 5	
Personal appearance (grooming and appropriate business attire)	_____ 5	_____ 30

Leadership Ability

Participation in and knowledge of FBLA	_____10	
Leadership role in FBLA	_____10	
Participation in school and/or community organizations	_____ 5	
Demonstration of outstanding achievement	_____10	
Career knowledge and career plans	_____10	_____ 45
	Interview Score	_____100
	Objective Test Score	_____
	TOTAL SCORE	=====

NAME _____

SCHOOL _____

CAREER MANUAL

This event is designed to give students an opportunity to conduct an in-depth study of a chosen career.

Eligibility/Regulations

1. Each local chapter may enter one member in the regional event. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event.

2. Only members enrolled in grades 6 through 9 are eligible.

3. The manual must be the original work of the contestant and related to a career of interest to the contestant.

4. The manual format:

   - The manual must be typewritten and/or typeset and must not exceed 30 numbered pages including title page, table of contents, dividers, appendices, and bibliography but excluding front and back covers. Each side of the paper upon which information is given is counted as a page. Covers may include information but are not counted in the page limit.
   - Pages must be no larger than 8½" x 11".
   - Pages must not be laminated or in sheet protectors.
   - The manual may be single or double spaced.
   - The manual must have a paper cover of a weight such as cover stock, index stock, or card stock. It must not exceed 9" x 12".
   - Two- or three-ring notebooks or plastic covers are not acceptable.
   - Valuable items must not be included with the manual. Copies should be sent instead of important original documents.
   - Quality reproductions, including photocopies and/or halftones, are acceptable; pasted-on photographs, illustrations, etc., are not acceptable.
   - Scrapbooks and loose or bulky exhibits are not acceptable.

5. The manual must be received by the Regional Director prior to the regional spring conference, by an exact date to be established annually.

6. Manuals will not be returned to chapters.

7. Entries not adhering to these regulations will be disqualified.

Procedure

The manual format should follow that of the rating sheet and include:

- Specific career and occupational field
- Career description (including duties and salary)
- Reason for choosing this career
- Future outlook for this career
- Education or training required
- Character traits required
- Opportunities for advancement
- How the student fits this career
- Want ads, observations, interviews, charts, clippings, forms, magazine articles, pictures, etc., related to the career.

Judging

The manuals will be reviewed by a screening committee to determine if contestants have complied with the eligibility/regulations requirements. A panel of judges will select the winners. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1

RATING SHEET

CAREER MANUAL

Content

Informational

Clear, concise presentation

Comprehensive _____ 50

Organization

Table of contents

Logical arrangement of information

Continuity of thought _____ 20

Appearance

Originality

Layout

Neatness _____ 20

Use of Words

Correct grammar, spelling, and punctuation _____ 10

TOTAL SCORE _____100

NAME _____

SCHOOL _____

JOB DESCRIPTION MANUAL

This event is designed to evaluate the student's ability in research, selection, and organization of information to prepare a comprehensive job description manual of a specific job held by the contestant in a business or business-related job or in an in-school laboratory experience.

Eligibility/Regulations

1. Each local chapter may enter one member in the regional event. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event.

2. The contestant must be a senior.

3. The manual must be the original work of the contestant and relate to a specific job held by the contestant in a business or business-related job or an in-school laboratory experience.

4. The manual must describe a job held by the contestant between the previous year's State Leadership Conference and the current year's State Leadership Conference.

5. The manual format:

   - The manual must be typewritten and/or typeset and must not exceed 30 numbered pages including title page, table of contents, dividers, appendices, and bibliography but excluding front and back covers. Each side of the paper upon which information is given is counted as a page. Covers may include information but are not counted in the page limit.
   - Pages must be no larger than 8½" x 11".
   - Pages must not be laminated or in sheet protectors.
   - The manual may be single or double spaced.
   - The manual must have a paper cover of a weight such as cover stock, index stock, or card stock. It must not exceed 9" x 12".
   - Two- or three-ring notebooks or plastic covers are not acceptable.
   - Valuable items must not be included with the manual. Copies should be sent instead of important original documents.
   - Quality reproductions, including photocopies and/or half tones, are acceptable; pasted-on photographs, illustrations, etc., are not acceptable.
   - Scrapbooks and loose or bulky exhibits are not acceptable.

6. The manual must be received by the Regional Director prior to the regional spring conference, by an exact date to be established annually.

7. Manuals will not be returned to chapters.

8. Entries not adhering to these regulations will be disqualified.

Procedure

The manual format should follow the same sequence as shown on the rating sheet. If information is not available on any item, a statement should be included to that effect. The report must be similar to that of a business report with substantiated statements in a clear and concise format. Creativity through design and use of meaningful graphics is encouraged.

The contestant should footnote any material that is used from another source. A bibliography should be included.

Judging

The manuals will be reviewed by a screening committee to determine if contestants have complied with the eligibility/regulations requirements. A panel of judges will select the winners. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

RATING SHEET

JOB DESCRIPTION MANUAL

Occupation

Selected business or business-related job or in school laboratory experience	_____	5

Overview of Occupational Field

Duties and responsibilities Required training and/or experience Salary ranges Career opportunities	_____	10

Overview of Company

Brief history Products and/or services provided Organizational chart Company policies	_____	10

Job Analysis

Qualifications required Description of tasks performed, accompanying procedures and responsibilities Equipment used Business terminology used Effectiveness of floor plan for work productivity	_____	30

Reaction to Job Experience

Employee evaluation process Employment process Co-worker relationships Supervisor relationships Benefits gained through job experience	_____	25

Format of Report

Clear and concise presentation with logical arrangement of information	_____ 5	
Title page and table of contents (footnotes and bibliography if applicable); correct grammar, punctuation, and spelling; and acceptable business style	_____ 15	_____ 20
	TOTAL SCORE	_____ 100

NAME _____ 99

SCHOOL _____

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JOB INTERVIEW

This event is designed to evaluate the student's proficiency in applying for employment in business.

Eligibility/Regulations

1. Each local chapter may enter one member in the regional event. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event.

2. The contestant must:

   a. Be a senior.

   b. Have definite plans to work in business upon high school graduation or have definite plans to attend a postsecondary school or college and major in a business curriculum, such as business education, business administration, or office management.

   c. Have an above-average scholarship rating in business subjects.

   d. Have a marketable skill in one or more business areas and apply for a job classified as a business occupation. This job must be one for which he or she is now qualified or for which he or she will be qualified at the completion of the current school year.

3. The contestant must bring the following in one letter-size manila folder to the interview:

   a. Two copies of a one-page letter of application for employment from the participant addressed to:

      Dale Thomas, Personnel Director
      Merit Corporation
      1640 Franklin Place
      Richmond, VA 23216-2060

      Contestants should use AMS Simplified letter style.

   b. Two copies of a brief resume of the participant (not to exceed two pages).

   c. One copy of the letter of application and one copy of the resume make one set of materials. Each set should be paper clipped.

   Photographs are not allowed. No other materials will be accepted.

Procedure

Region. Contestants at the regional level will be given a 45-minute written objective test designed to measure a student's knowledge of the job-search procedure, including general information about resumes, application letters, and interviewing techniques.

No reference materials may be brought to the test. Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

The individuals with the top six scores will be interviewed for eight minutes by a panel of judges at the regional conference. One contestant will be selected by the judges to enter the state event.

State. The contestants at the State Leadership Conference will be scheduled for an eight-minute interview with a panel of judges. No written test will be given at the state level.

At the regional and state levels, each contestant will participate in an employment process that will include:

a. The completion of an application form that will be furnished. Contestants must furnish their own pens.
b. An eight-minute interview with a panel of judges serving as personnel managers.

The contestant will be evaluated on:

a. The letter of application and resume
b. The job application form
c. The interview with the judges.

Merit Corporation is a large corporation located in Richmond, Virginia. Company benefits include paid holidays and vacations, sick leave, a retirement plan, and health insurance. Salary will be commensurate with experience and education. Merit is an equal opportunity employer.

Judging

The written test will be hand or machine graded. There will be a panel of judges for the interview portion of this event; the judges will serve as personnel professionals. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number in each event is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2

State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

RATING SHEET

JOB INTERVIEW

Letter of Application and Resume

Clear and concise presentation of facts with logical arrangement	_____ 5	
Correct grammar, punctuation, spelling, and acceptable business style	_____ 5	
Evidence of skills for business	_____ 10	_____ 20

Job Application Form

Clear and concise presentation of facts	_____ 5	
Neatness and legibility	_____ 5	_____ 10

Interview

Personal appearance (grooming and appropriate attire)	_____ 5	
Proper greeting, introduction, and closing	_____ 5	
Poise and maturity	_____ 5	
Attitude and interest	_____ 5	
Self-confidence, initiative, and assertiveness	_____ 10	
Communication skills	_____ 10	
Presentation of facts in an orderly manner	_____ 10	
Career knowledge and career plans	_____ 10	
Qualifications for job	_____ 10	_____ 70
	TOTAL SCORE	_____ 100

NAME _____

SCHOOL _____

PUBLIC SPEAKING

This event is designed to develop qualities of business leadership by providing an opportunity for members to present logical sequences of ideas through public speaking activities.

Eligibility/Regulations

1. Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event.

2. Each contestant's speech must be the result of his or her own efforts. Facts and working data may be secured from any source.

3. The content of the speech must be of a business nature and developed from one or more of the nine FBLA-PBL goals.

4. Each contestant must bring the following in one letter-size manila folder to the event:

   - Three copies of a typewritten outline (topic or sentence format) not to exceed two pages on 8½" x 11" paper.

5. The contestant, while speaking, may use only a copy (8½" x 11") of the same outline as submitted.

6. No visual aids may be used.

7. Contestants may use a microphone.

Procedure

Contestants will draw at random for performance times. At the time of performance, the event coordinator will introduce the contestant by name only and announce the title of the speech.

Each speech must be three minutes in length. A timekeeper will stand after two minutes; and when the speaker is finished, record the time used by each contestant, noting any deductions of three points for each full half minute over or under three minutes.

Judging

There will be a panel of judges for this event. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level. The first- and second-place state awards are sponsored by the Virginia Federation, Business and Professional Women's Clubs.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

RATING SHEET

PUBLIC SPEAKING

Content

Relation to FBLA-PBL goals	_____ 10	
Purpose clearly stated	_____ 5	
Significance of subject	_____ 5	
Suitability of statements and accuracy	_____ 5	_____ 25

Organization

Quality of written outline	_____ 5	
Topic adequately developed	_____ 10	
Logical sequence of ideas	_____ 10	
Accomplishment of purpose	_____ 5	_____ 30

Delivery

Voice quality	_____ 5	
Diction	_____ 5	
Appropriate gestures	_____ 5	
Eye contact	_____ 5	
Clear, specific language	_____ 5	
Fluency	_____ 5	
Confidence	_____ 5	
Personal appearance	_____ 5	
Extent to which speech was sincere, interesting, understandable, and convincing	_____ 5	_____ 45
	SCORE	_____ 100

Time: _____
(Deduct 3 points per full half-minute over or under 3 minutes)

PENALTY POINTS - _____

TOTAL SCORE _____

NAME _____

SCHOOL _____

TITLE OF SPEECH _____

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L. MARGUERITE CRUMLEY SCHOLARSHIP
FRANK MANNING PEELE SCHOLARSHIP

These scholarships are named for L. Marguerite Crumley, a former State Supervisor of Business Education who served as FBLA-PBL Executive Secretary, State Chairman, and a member of the FBLA-PBL National Board of Directors. Frank Manning Peele was FBLA-PBL Executive Secretary from 1970-78.

The State FBLA Executive Board has established these two scholarships for higher education to give recognition to outstanding leaders in Virginia FBLA. Since these scholarships will provide additional opportunities for leadership growth, the Board is providing financial assistance toward the future education of these leaders.

The L. Marguerite Crumley Scholarship and the Frank Manning Peele Scholarship consist of cash awards of $1,000 each to be paid to the educational institutions upon notification from the admitting institutions that the students have made application, have been admitted, and have officially enrolled.

Eligibility

Each local chapter may submit TWO applications to its Regional Director by March 1. Applications may be completed and submitted before the students have been notified of their acceptance at the schools or colleges to which they have applied.

The students must be prospective graduates of secondary schools, residents of Virginia, and active members of a local FBLA chapter. The applicants must have completed acceptable programs in business. The applicants must have plans for continuing their education in the field of business at a college, junior or community college, technical institute, or other educational institution of higher learning.

Procedure

Region. A committee appointed by the Regional Director will review the scholarship applications and select two finalists and two alternates. The Regional Director will send to the State Office all necessary forms for the regional finalists. Regional alternates will be eligible for state competition only if finalists are unable to participate.

State. Regional finalists will be interviewed by a panel of judges at the State Leadership Conference. Of the two regional finalists, one will be assigned to be interviewed for the Crumley scholarship and one for the Peele scholarship.

Judging

There will be panel of judges for the interview portion of these events. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is four at the regional level; four at the state level.

Points for participation:

Regional:	Finalist	3
	Participant	2
State:	Winner	5
	Alternate	3

RECOMMENDATION BY SCHOOL OFFICIALS

L. MARGUERITE CRUMLEY SCHOLARSHIP
FRANK MANNING PEELE SCHOLARSHIP

INSTRUCTIONS:

This page is to be completed by officials of applicant's secondary school. The local chapter adviser should see that this form is completed and attached to the student application and mailed to Regional Director by March 1.

Student's Name_____ Date of Application_____

School_____

1. Candidate entered_____ (Date) will be graduated _____ (Date)
2. Other secondary schools attended (with dates)_____

_____

3. Candidate's Test Scores:

College Board SAT

Date Taken	Verbal	Mathematical

Other Tests (test name, date taken, percentile score, norm, I.Q.)

4. List business courses taken and grades earned by applicant.

5. The applicant's grade point average is _____.
6. This applicant most recently ranks_____ from the top in a class numbering _____. This rank covers the period from _____ to _____.

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This form is to be completed by the principal, guidance counselor, teacher, or other school official who has had the closest personal contact with the applicant.

APPLICANT EVALUATION SUMMARY

7. Leadership Influence

_____ Strong
_____ Average
_____ Weak
_____ Negligible

8. Personal Responsibility

_____ Accepts fully
_____ Partially accepts
_____ Sometimes refuses
_____ Usually refuses

9. Personal Initiative

_____ Self-starter
_____ Responds to prodding
_____ Needs to be pushed
_____ Negligible

10. Maturity

_____ Superior
_____ Good
_____ Average
_____ Immature

11. Appearance

_____ Outstanding
_____ Very attractive
_____ Attractive (acceptable)
_____ Obvious need for improvement

12. Personality

_____ Exceptional
_____ Pleasing
_____ Neutral
_____ Displeasing

13. Contributions to School Life

_____ Exceptional
_____ Above average
_____ Average
_____ Negligible

14. Academic Promise for School of Choice

_____ Excellent
_____ Above average
_____ Average
_____ Fair
_____ Poor

15. Attach letters of recommendation from the FBLA adviser and another school official (guidance counselor, principal, etc.)

Signed_____ Title_____

Date _____

Name of school principal (if different from above)_____

STUDENT APPLICATION

L. MARGUERITE CRUMLEY SCHOLARSHIP
FRANK MANNING PEELE SCHOLARSHIP

1. Name_____ Date of Birth_____

2. Home address_____ Telephone No._____

3. School Name and Address_____

_____ Telephone No._____

4. FBLA Chapter No. _____ Region_____

5. School of Applicant's choice for which scholarship is requested:

Name _____

Address_____

Date of application to the school_____

Have you been accepted? _____

What program of study will you pursue?_____

What certificate or degree do you seek? _____

If you have applied to other schools, please list:

_____

_____

_____

6. Describe your FBLA activities (number of years in FBLA, offices, committee work, etc.). Attach separate sheet if necessary.

7. List your interests, activities, special talents, awards, offices held, etc., in or out of school, that you believe have contributed to your own development. Where appropriate use the figures 1, 2, 3, 4 to indicate freshman, sophomore, junior, and senior years respectively.

8. Employment during school year and summers (last three years)

Employment	Position	Dates from to

9. Use the following space to make a STATEMENT OF ASPIRATION and to give any information that you believe will help the committee evaluate your application.

Signed_____ Date_____

RATING SHEET

L. MARGUERITE CRUMLEY SCHOLARSHIP
FRANK MANNING PEELE SCHOLARSHIP

Scholastic Aptitude/Achievement		_____ 25
FBLA Involvement		_____ 25
Interview		
Evidence of career planning	_____ 5	
Evidence of community involvement	_____ 5	
Goals and aspirations	_____ 5	
Communication skills (grammar, speech, voice)	_____ 5	
Poise and maturity	_____ 5	
Personal appearance (grooming and appropriate attire)	_____ 5	_____ 30
Application		
Clear, concise presentation of facts	_____ 5	
Neatness	_____ 5	
Completeness	_____ 5	
Correct grammar, spelling, and punctuation	_____ 5	_____ 20
	TOTAL SCORE	_____ 100

NAME _____

SCHOOL _____

DOWELL J. HOWARD SCHOLARSHIP
ARTHUR L. WALKER SCHOLARSHIP

These scholarships are named for Dowell J. Howard, a Director of Vocational Education who became State Superintendent for Public Instruction, and Arthur L. Walker, first State Supervisor of Business Education in Virginia when FBLA was organized in 1950.

The two scholarships are awarded annually to FBLA members to attend the Summer Leadership Training Conference. The scholarships include registration, room, and board for the four-day conference.

Eligibility/Regulations

Each local chapter may nominate one member for the Howard and Walker scholarships. Persons eligible for the scholarships:

1. Must be high school juniors (rising seniors).
2. Must have had at least one year in FBLA prior to selection.
3. Should have held some office or served in some capacity where leadership ability has been demonstrated.
4. Must have a scholastic rating in the upper one-fourth of high school class.
5. Should show evidence of leadership qualities such as ability to assume and delegate responsibilities; poise, tact, and initiative; pleasing personality and good personal habits; honesty, dependability, and an outstanding citizenship and character record.
6. Must submit student application and recommendations by school officials to the FBLA State Office prior to the State Leadership Conference, by an exact date to be established annually.

Procedure

Applicants will be assigned to two groups and will be interviewed by a panel of judges at the State Leadership Conference. The application form, recommendations, and interview will be the factors for determining the winners and alternates.

Judging

There will be a panel of judges for these events. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is four.

Points for participation:

State:	Winner	5
	Alternate	3
	Participant	2

RECOMMENDATION BY SCHOOL OFFICIALS

DOWELL J. HOWARD SCHOLARSHIP
ARTHUR L. WALKER SCHOLARSHIP

INSTRUCTIONS:

This form is to be completed by officials of the applicant's school. The FBLA adviser should see that this form is completed and attached to the student application and mailed to the FBLA State Office.

Student's Name_____ Date of Application_____

School Name and Address_____

_____Telephone No._____

Grade in School_____ Class Rank_____ Grade Point Average_____

List business courses taken and grades earned by applicant:

Indicate why student was chosen to apply for this scholarship:

Attach letters of recommendation from the FBLA adviser and another school official (guidance counselor, principal, etc.)

Signed_____ **Title**_____

STUDENT APPLICATION

DOWELL J. HOWARD SCHOLARSHIP
ARTHUR L. WALKER SCHOLARSHIP

1. Name_____ Date of Birth_____

2. Home Address_____ Telephone No._____

3. School Name and Address_____

_____ Telephone No._____

4. FBLA Chapter No._____ Region _____

5. Grade in School_____

6. List business courses taken:

7. List business courses to be taken next school year:

8. Describe your FBLA activities (number of years in FBLA, offices, committee work, etc.). Attach separate sheet if necessary.

9. Indicate your interests, activities, special talents, awards, offices held, etc., in or out of school.

Signed _____ Date _____
Applicant

If my son/daughter is chosen for the Howard or Walker scholarship, I give my permission for him or her to attend the Summer Leadership Training Conference.

Signed _____
Parent or Guardian

RATING SHEET

DOWELL J. HOWARD SCHOLARSHIP
ARTHUR L. WALKER SCHOLARSHIP

FBLA Activities		_____ 15
Scholastic Record		_____ 15
Interview		
Evidence of leadership ability	_____ 10	
Communication skills (grammar, speech, voice)	_____ 10	
Attitude and interest	_____ 5	
Poise and maturity	_____ 5	
Personal appearance (grooming and appropriate attire)	_____ 5	
Self-confidence, initiative, and assertiveness	_____ 5	
School and/or community involvement	_____ 5	
Goals	_____ 5	_____ 50
Application		
Clear, concise presentation of facts	_____ 5	
Neatness	_____ 5	
Completeness	_____ 5	
Correct grammar, spelling, and punctuation	_____ 5	_____ 20
	TOTAL SCORE	_____ 100

NAME _____

SCHOOL _____

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WHO'S WHO IN FBLA

This event honors FBLA members who have made outstanding contributions to the organization at the local, regional, and state levels.

Eligibility/Regulations

No more than one percent of the membership will receive this honor at the state level. Those chosen will be honored at the State Leadership Conference.

1. A local chapter may have only one nominee.
2. Nominees must be seniors.
3. Each nominee must submit an application and recommendation by school officials to the FBLA State Office. These materials must be received in the State Office two to three weeks prior to the State Leadership Conference, by an exact date to be established annually.

Procedure

Criteria for selection of a nominee must include:

- Years of participation in FBLA activities
- Offices, committees chaired, and committee memberships on local, regional, state, and national levels
- Extent of participation in regional, state, and national conferences.
- Contributions to local, state, and national projects
- Participation in other activities
- Recommendations supportive of the member's involvement in FBLA.

Judging

Materials will be reviewed in the FBLA State Office for adherence to the stated criteria for nomination. A panel of judges will select those to be recognized as members of Virginia Who's Who in FBLA.

Awards

The number of awards presented will be determined by the judges and/or number of entries.

Points for participation:

State:	Winner	5
	Participant	2
National Recognition:		5

RECOMMENDATION BY SCHOOL OFFICIALS

WHO'S WHO IN VIRGINIA FBLA

INSTRUCTIONS:

This form is to be completed by officials of the nominee's school. The FBLA adviser should see that this form is completed and attached to the student application and mailed to the FBLA State Office.

Student's Name_____ Date of Application_____

School Name and Address_____

_____ Telephone No._____

Grade in School_____ Class Rank_____ Grade Point Average_____

List business courses taken and grades earned by nominee:

Indicate why student was nominated to apply for this honor:

Attach letters of recommendation from the FBLA adviser and another school official (guidance counselor, principal, etc.)

Signed_____ Title_____

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STUDENT APPLICATION

WHO'S WHO IN VIRGINIA FBLA

1. Name_____ Date of Birth_____

2. Home Address_____ Telephone No._____

3. School Name and Address_____

_____ Telephone No._____

4. FBLA Chapter No._____ Region_____

5. Grade in School_____

6. List business courses taken:

7. Describe your FBLA activities (number of years in FBLA, offices, committee work, etc.) Attach separate sheet if necessary.

8. Indicate your interests, activities, special talents, awards, offices held, etc., in or out of school.

9. Make a statement of your goals.

Signed _____ Date _____
Applicant

ACCOUNTING I

The accurate keeping of financial records is an ongoing activity in all types of businesses. This event is designed to measure understanding of and skill in basic accounting principles and procedures.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

A contestant must not have had more than one year of high school accounting instruction or its equivalent.

Procedure

Contestants will be given a written objective test (50-minute test at regional level; 60-minute at state level). The test will focus on the elementary principles and practices of accounting for the sole proprietorship and may include bookkeeping terminology, the worksheet with adjustments, income statement, balance sheet, trial balance, account classification, journalizing and posting, bank reconciliation, income tax, payroll, and other items related to the basic accounting cycle. Since accounting terminology varies with textbook publishers, a list of cross-referenced terms will be given to each contestant at the time of the test.

Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

Judging

This test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4

	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

ACCOUNTING II

The accurate keeping of financial records is an ongoing activity in all types of businesses. This event is designed to measure understanding of and skill in basic accounting principles and procedures as applied to sole proprietorships, partnerships, and corporations.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

A contestant should have had more than one year of high school accounting instruction or its equivalent.

Procedure

Contestants will be given a written objective test (50-minute test at regional level; 60-minute at state level). The test will focus on the principles and practices of accounting for the sole proprietorship, the partnership, and the corporation. The test may include questions on the accounting cycle, preparation of worksheets and financial statements, account classification, journalizing and posting, bank reconciliation, income tax, payroll, receivables, payables, inventory determination, deferrals and accruals, plant assets and depreciation, manufacturing costs, partner's equity, and capital stock. Since accounting terminology varies with textbook publishers, a list of cross-referenced terms will be given to each contestant at the time of the test.

Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4

	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

BUSINESS CALCULATIONS

Acquiring a high level of mathematics skill to solve business problems is a challenge for all prospective business employees. This event is designed to measure understanding of mathematical functions in business applications.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

Procedure

Contestants will be given a written objective test (50-minute test at regional level; 60-minute at state level) consisting of items related to business math, taxes, bank records, interest rates, payroll, discounts, markup and markdown, consumer credit, and insurance.

Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

BUSINESS ENGLISH

Learning to communicate in a manner that is clearly understood by the receiver of the message is a major task of all businesspeople. This event is designed to challenge members to work toward a better command of words and their proper usage in business communications.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

Procedure

Contestants will be given a written objective test (50-minute test at regional level; 60-minute at state level) that may include word definition and usage, spelling, proofreading, mechanics of grammar, capitalization, punctuation, and expression of numbers.

Contestants must furnish their own No. 2 pencils/erasers.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

BUSINESS LAW

This event is designed to evaluate familiarity with those specific legal areas that most commonly affect personal and business relationships.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

Procedure

Contestants will be given a written test (50-minute test at regional level; 60-minute at state level) that will consist of both objective questions and case problems. The questions may be on commonly recognized areas of business law including, but not limited to, contracts, sales, negotiable instruments, agency, bailments, business organization, secured transactions, bankruptcy, insurance, trade regulations, property, and product liability.

Contestants must furnish their own No. 2 pencils/erasers.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

BUSINESS MATH

Acquiring the ability to solve common business problems is a basic mathematical skill needed by all prospective business employees. This event is designed to measure understanding of basic arithmetic functions needed in business.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

Only members enrolled in grades 7 through 10 are eligible.

Procedure

Contestants will be given a written objective test (50-minute test at regional level; 60-minute at state level) consisting of items related to business such as questions on basic math concepts, decimals, fractions, percentages, and discounts.

Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

COMPUTER APPLICATIONS FOR BUSINESS

The effective application of computers to facilitate the handling of business information is basic to decision making. This event is designed to measure the knowledge and ability to use computers to gain information vital to business.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event.

A contestant should have completed at least one year of computer instruction or its equivalent.

Procedure

Contestants will be given a written problem-solving test (50-minute test at regional level; 60-minute at state level) that may include business computer programming, sub-routines, arrays, file techniques handling, sequential files, structured technique and design with good internal documentation and consideration for user friendliness, and program maintenance. Programming will be done using BASIC language.

Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4

Third	3
Fourth	2
Fifth	1
National Recognition:	5

COMPUTER CONCEPTS

The handling of data is important in the operation of a business. This event measures understanding of the basic principles involved in computer systems.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

A contestant should have completed at least one course in computers or its equivalent.

Procedure

Contestants will be given a written objective test (50-minute test at regional level; 60-minute at state level). The test may include basic principles, terminology, flow charting, general programming concepts, and general computer concepts (primary storage principles, secondary storing devices, and input-output media and devices).

Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

ECONOMICS

Knowledge of economic principles is important to anyone entering the business world today. This event is designed to measure application of economic concepts to contemporary social, political, and ecological problems of the United States.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

Procedure

Contestants will be given a written objective test (50-minute test at regional level; 60-minute at state level) that may include questions on economic principles related to the policies and goals of the United States and a comparison of the American economic system with that of other countries. Topics covered could include supply and demand, prices, wages, profits, competition, impact of government regulations, labor relations, inflation, and recession.

Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

INFORMATION PROCESSING CONCEPTS

Information is a fundamental resource of business. Employees must understand the impact of business technology on the efficient processing of information. This event is designed to measure knowledge of information processing.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

Procedure

Contestants will be given a written objective test (50-minute test at regional level; 60-minute at state level) that may include questions on concepts of information processing; types of equipment used in information processing and its organizational set-up; image processing, telecommunications, and networking; and benefits of the use of current technology.

Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

INTRODUCTION TO BUSINESS

The American business enterprise system functions more effectively when its participants are adequately trained to make good business decisions. This event is designed to evaluate concepts and understanding of the American business enterprise system and its effect on consumers, employees, and entrepreneurs.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

Only members enrolled in grades 7 through 10 are eligible.

Procedure

Contestants will be given a written objective test (50-minute test at regional level; 60-minute at state level) that may include questions on the characteristics and organization of business, banking and credit functions, and consumers' relationships with the environment. Topics covered could include rights and responsibilities of workers, managers, owners, and government; money management, including savings and investments; insurance; and consumerism.

Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4

Third	3
Fourth	2
Fifth	1
National Recognition:	5

OFFICE PROCEDURES

Competency in performing daily office tasks is a necessity in business. This event evaluates knowledge of basic office skills and procedures and the ability to make intelligent business decisions.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event. First- and second-place state winners are eligible for national competition.

Procedure

Contestants will be given a written objective test (50-minute test at regional level; 60-minute at state level) that may include questions on office procedures, human relations, business terminology, records management, reprographics, word processing and basic information processing terminology, and office machines. Proofreading, decision making, and setting priorities for activities may also be included.

Contestants must furnish their own No. 2 pencils/erasers and may use their own battery-powered calculators.

Judging

The test will be hand or machine graded. Ties will be broken based on the time the test was submitted. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

KEYBOARDING APPLICATIONS

Keyboarding skills are primary requisites for obtaining positions in business. This event is designed to evaluate the job-entry skill for keyboarding positions.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event.

A contestant must not have had more instruction than that covered in the first school year of keyboarding or must not be taking or have taken any course that involves typing, word processing, or keyboarding instruction beyond the basic one-year course.

Procedure

One hour will be allowed for this test, including time for warm-up and general directions. Results will be based on mailable copy. Material that could be considered mailable with slight reservation will receive reduced credit. Unmailable copy will not be considered in scoring. (See Rating Sheet on Page 189.) Contestants must recognize the necessity for accurate proofreading.

Contestants should be well prepared in the production of letters, memos, reports, tabulations, rough drafts, and unarranged copy. Specific directions for each type of problem may not be provided. Any acceptable letter, memo, or report style may be used.

Typewriters and typing paper will be provided; contestants may not bring their own. Contestants must provide their own pens and pencils, correction materials, and dictionaries or word-division manuals; no other reference materials are to be brought to the event.

Judging

There will be a panel of judges for this event. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2

State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

KEYBOARDING APPLICATIONS ADVANCED

A high level of keyboarding skill is a primary requisite for employees in productive offices. This event is designed to evaluate keyboarding proficiency beyond the job-entry level.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event.

A contestant should have had more instruction than that covered in the first school year of keyboarding. A contestant who is or has been enrolled in office procedures, word processing, and/or skill-related courses that included keyboarding instruction and/or keyboarding production work beyond that taught in the basic one-year keyboarding course should be entered in this event.

Procedure

One hour will be allowed for this event, including time for warm-up and general directions. Results will be based on mailable copy. Material that could be considered mailable with slight reservation will receive reduced credit. Unmailable copy will not be considered in scoring. (See Rating Sheet on Page 189.) Contestants must recognize the necessity for accurate proofreading.

Contestants should be well prepared in production of all types of letters, memos, reports, tabulations, statistical reports, rough drafts, and unarranged copy. In-basket exercises and decision-making activities may be part of the production work. Specific directions for each type of problem may not be provided. Any acceptable letter style, memo, or report style may be used.

Typewriters and typing paper will be provided; contestants may not bring their own. Contestants must provide their own pens and pencils, correction materials, and dictionaries or word-division manuals; no other reference materials are to be brought to the event.

Judging

There will be a panel of judges for this event. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

SHORTHAND I

Skill in taking and transcribing dictation is one of the primary requisites for obtaining stenographic positions. This event evaluates the ability to transcribe mailable letters from dictation given at different speeds.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event.

A contestant must not have had more instruction than that covered in the first school year of shorthand. The contestant may be enrolled in a beginning shorthand course or in a stenography occupational preparation program (I).

Procedure

One hour will be allowed for this event, including time for warm-up and general directions.

Region and State. Six typical business letters will be dictated--two at 80 words per minute, two at 70 words per minute, and two at 60 words per minute. Letters are approximately 1 to 1½ minutes in length.

Dictation in this event may be written according to any shorthand system, or it may be taken on any shorthand machine. Contestants may transcribe the letters in whatever order they choose, but additional credit will be given for the letters dictated at higher speeds. No credit will be given for an incomplete letter unless it is the one being transcribed when time is called. Any acceptable letter style may be used. Paragraphing will be dictated at regional and state levels.

Results will be based on mailable copy. Letters that could be sent through the mail with slight reservation will receive reduced credit. Unmailable copy will not be considered in scoring. (See Rating Sheet on Page 189.) Contestants must recognize the necessity for accurate proofreading.

Typewriters and typing paper will be provided; contestants may not bring their own. Contestants must provide their own shorthand notebooks or shorthand machines, pens and pencils, correction materials, and dictionaries or word-division manuals. No other reference materials are to be brought to the event.

Judging

There will be a panel of judges for this event. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

SHORTHAND II

Skill in taking and transcribing dictation is essential for obtaining stenographic and administrative assistant positions. This event evaluates the ability to transcribe mailable letters from dictation given at different speeds.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event.

A contestant should have had more than one year of shorthand instruction.

Procedure

One hour will be allowed for this event, including time for warm-up and general directions.

Six typical business letters will be dictated--three at 100 words per minute and three at 90 words per minute. All letters are approximately 1 to 1½ minutes in length.

Dictation in this event may be written according to any shorthand system, or it may be taken on any shorthand machine. Contestants may transcribe the letters in whatever order they choose, but additional credit will be given for the letters dictated at higher speeds. No credit will be given for an incomplete letter unless it is the one being transcribed when time is called.

Any acceptable letter style may be used. Paragraphing and punctuation will not be dictated but must be provided by contestants.

Results will be based on mailable copy. Letters that could be sent through the mail with slight reservation will receive reduced credit. Unmailable copy will not be considered in scoring. (See Rating Sheet on Page 189.) Contestants must recognize the necessity for accurate proofreading.

Typewriters and typing paper will be provided; contestants may not bring their own. Contestants must provide their own shorthand notebooks or shorthand machines, pens and pencils, correction materials, and dictionaries or word-division manuals; no other reference materials are to be brought to the event.

Judging

There will be a panel of judges for this event. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

MACHINE TRANSCRIPTION

A knowledge of communication skills for transcription and the ability to transcribe from machine dictation are vital in today's information society. This event is designed to evaluate transcription capabilities.

Eligibility/Regulations

Each local chapter may enter one member in the regional event. A contestant who may have placed first in this event at a previous State Leadership Conference or represented Virginia at a previous National Leadership Conference is not eligible. The contestant receiving a first-place rating on the regional level will represent his or her region in the state event.

Procedure

Region. At the regional conference, contestants will take a 50-minute written objective test. The test may include questions on transcription skills--spelling, punctuation, grammar, proofreading, capitalization, and expression of numbers.

Contestants must furnish their own No. 2 pencils/erasers.

State. At the State Leadership Conference, contestants will be transcribing from predictated standard cassettes that will be provided; contestants must furnish their own standard-cassette machine transcribers with headsets and foot controls. One hour will be allowed for the test including time for general directions, equipment setup, and warm-up.

Results of the transcription tests will be based on mailable copy. Material that could be considered mailable with slight reservation will receive reduced credit. Unmailable copy will not be considered in scoring. (See Rating Sheet on Page 189.) Contestants must recognize the necessity for accurate proofreading.

Contestants should be well prepared in the production of all types of letters, memos, tabulations, and reports. Specific directions for each type of problem may not be provided. Any acceptable letter, memo, or report style may be used.

Typewriters and typing paper will be provided; contestants may not bring their own. Contestants must provide their own pens and pencils, correction materials, and dictionaries or word-division manuals; no other reference materials are to be brought to the event.

Judging

The written test at the regional level will be hand or machine graded. Ties will be broken based on the time the test was submitted. The transcription portion of the event will be rated by a panel of judges. All judges' decisions are final.

Awards

The number of awards presented will be determined by the judges and/or number of entries. The maximum number is three at the regional level; five at the state level.

Points for participation:

Regional:	First	5
	Second	4
	Third	3
	Participant	2
State:	First	5
	Second	4
	Third	3
	Fourth	2
	Fifth	1
National Recognition:		5

RATING SHEET

STANDARDS OF MAILABILITY FOR KEYBOARDING APPLICATIONS, KEYBOARDING APPLICATIONS ADVANCED, SHORTHAND I AND II, AND MACHINE TRANSCRIPTION

Results Will Be Based On Mailable Copy

Any acceptable letter, memo, or report style is correct.

Unmailable Copy Will Not Be Considered In Scoring
(Zero points for the problem)

The following will make the copy unmailable:

- Failure to follow specific directions
- Typing errors
- Strikeovers
- Very poor corrections
- Inserted or omitted words that change the meaning of the sentence
- Transposed words that change the meaning of the sentence
- Poor placement
- Word division errors
  - Word divided within syllable
  - A one-letter syllable remaining before or after hyphenation
- Omission of essential parts of a letter (Examples: date, inside address, etc.).

Mailable With Reservation
(Penalty of 2 points per error)

The following will make the copy usable with slight reservation:

- Omission of nonessential part(s) of a document (Examples: reference initials, enclosure notation)
- Minor vertical placement
- Minor horizontal placement
- Noticeable smudge
- Noticeable correction
- Poorly spread or squeezed letters
- Minor spacing errors (Examples: 4-space paragraph indention instead of 5; extra space between words or after marks of punctuation; dropping down 3 instead of 4 after complimentary closing--no penalty is necessary for vertical placement)
- Inserted or omitted words that do not change the meaning of the sentence
- Transposed words that do not change the meaning of the sentence.

Appendices

1987-88 STATE OFFICERS

President	Jutta W. Barnes Denbigh High School 259 Denbigh Boulevard Newport News, VA 23602	School: 804/874-2579
Vice-President-at-Large	Mark Samuel Schwitzerlett Gretna Senior High School P.O. Box 398 Gretna, VA 24557	School: 804/656-2246
Vice-President Representing Clinch Valley Region	Jon F. Johnson Castlewood High School Castlewood, VA 24224	School: 703/762-9449
Vice-President Representing Germanna Region	Virginia Vimpeny Stafford Senior High School Rt. 14, Box O Fredericksburg, VA 22405	School: 703/371-7200
Vice-President Representing Longwood Region	W. Noah Gay Heritage High School 3020 Wards Ferry Road Lynchburg, VA 24502	School: 804/237-6401
Vice-President Representing JMU Region	Gail Nesselrodt Spotswood High School Penn Laird, VA 22846	School: 703/289-9456
Vice-President Representing Thomas Nelson Region	Angelina DeBerry Cradock High School 4300 George Washington Highway Portsmouth, VA 23702	School: 804/393-8694
Vice-President Representing Norfolk State Region	Danny Morris Great Bridge High School 301 W. Hanbury Road Chesapeake, VA 23320	School: 804/482-5191
Vice-President Representing Northern Virginia Region	Joe Powell Chantilly High School 4201 Stringfellow Road Chantilly, VA 22021	School: 703/378-0378
Vice-President Representing Radford Region	William Anthony Nobili Carroll County High School P.O. Box 8 Hillsville, VA 24343	School: 703/728-2125
Vice-President Representing VCU Region	Jennifer Steger Goochland High School 1860 Sandy Hook Road Goochland, VA 23063	School: 804/784-5082

Vice-President Representing VSU Region	Susan Smith Clover Hill High School 13900 Hull Street Road Midlothian, VA 23113	School: 804/739-2988
Vice-President Representing Virginia Tech Region	Denise Mitchell William Fleming High School 3649 Ferncliff Avenue, NW Roanoke, VA 24017	School: 703/981-2819
Secretary-Treasurer	Beverly Annette Snell Tazewell High School East Fincastle Road Tazewell, VA 24651	School: 703/988-6502
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State Chairman	Carl E. Jorgensen Department of Education P.O. Box 6Q Richmond, VA 23216-2060	Office: 804/225-2085

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1987-88 REGIONAL OFFICERS

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President	Jon F. Johnson	Castlewood High School School Castlewood, VA 24224
Vice-President	J. R. Ridings	Lee County Vocational-Technical School P.O. Box 100 Ben Hur, VA 24218
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Reporter	John Paul Hess	Honaker High School P.O. Box 764 Honaker, VA 24260

GERMANNA REGION

President	Virginia Vimpeny	Stafford Senior High School Route 14, Box O Fredericksburg, VA 22405
Vice-President	Jean Cleary	Potomac Senior High School 16706 Jefferson Davis Highway Dumfries, VA 22026
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Parliamentarian	Carol Crocker	Culpeper County High School 475 Achievement Drive Culpeper, VA 22701

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Vice-President	Brian Brumfield	Gretna Senior High School Box 398 Gretna, VA 24557
Secretary	Faith Bond	Nelson County High School P.O. Box 249 Lovingston, VA 22949
Reporter	Kim Quick	Rustburg High School P.O. Box 39 Rustburg, VA 24588
Parliamentarian	Paula Fleshman	Heritage High School 3020 Wards Ferry Road Lynchburg, VA 24502
Corresponding Secretary	Donald Bailey	Heritage High School 3020 Wards Ferry Road Lynchburg, VA 24502

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President	Gail Nesselrodt	Spotswood High School Penn Laird, VA 22846
Vice President	Donna Allen	William Monroe High School P.O. Box 8 Stanardsville, VA 22973
Secretary	Lori Cubbage	Page County High School Route 1 Shenandoah, VA 22849
Reporter	Kathleen Gray	Triplett Business and Technical School P.O. Box 365 Mt. Jackson, VA 22842

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Secretary	Gina Smith	Homer L. Ferguson High School 11 Shoe Lane Newport News, VA 23606
Reporter	Barbara Ann Croswell	Tabb High School 4431 Big Bethel Road Tabb, VA 23602

NORFOLK STATE REGION

President	Danny Morris	Great Bridge High School 301 W. Hanbury Road Chesapeake, VA 23320
Vice-President	Amy Coffin	Princess Anne High School 4400 Virginia Beach Boulevard Virginia Beach, VA 23462
Secretary	Nichole Johnson	Lake Taylor High School 1384 Kempsville Road Norfolk, VA 23502
Treasurer	Laura Reyes	Granby High School 7101 Granby Street Norfolk, VA 23505
Reporter/ Historian	Bonnie Council	John F. Kennedy High School 2325 E. Washington Street Suffolk, VA 23434

NORTHERN VIRGINIA REGION

President	Joe Powell	Chantilly High School 4201 Stringfellow Road Chantilly, VA 22021
Vice-President	Sonja Strange	Broad Run High School P.O. Box 200 Ashburn, VA 22011
Secretary	Ritu Gupta	Arlington Career Center 816 S. Walter Reed Drive Arlington, VA 22204

RADFORD REGION

President	William Anthony Nobili	Carroll County High School Box 8 Hillsville, VA 24343
Vice-President	Scott Blankenship	Tazewell High School East Fincastle Road Tazewell, VA 24651
Secretary	Donna Wright	Tazewell County Vocational Center P.O. Box 677 Tazewell, VA 24651
Reporter	Tracey Stanley	Wythe County Vocational School 1500 W. Spiller Street Wytheville, VA 24382
Historian	Tony Boksa	Bland High School Route 1, Box 218 Bland, VA 24315

VCU REGION

President	Jennifer Steger	Goochland High School 1860 Sandy Hook Road Goochland, VA 23063
Vice-President	Terry Gregory	J. R. Tucker High School 2910 Parham Road Richmond, VA 23229
Secretary	Patricia Whitt	West Point High School Route 1 West Point, VA 23181
Treasurer	Lisa Loving	Essex High School P.O. Box 1006 Tappahannock, VA 22560
Reporter	Deidre Radden	Thomas Jefferson High School 4100 W. Grace Street Richmond, VA 23230
Parliamentarian	Kevin Barron	West Point High School Route 1 West Point, VA 23181

VSU REGION

President	Susan Smith	Clover Hill High School 13900 Hull Street Road Midlothian, VA 23113
Vice-President	Katrina Walker	Dinwiddie County Senior High School Box 299 Dinwiddie, VA 23841
Secretary	DeVonya Edwards	Monacan High School 11501 Smoketree Drive Richmond, VA 23236
Reporter	Michelle Doyle	L. C. Bird High School 10301 Courthouse Road Chesterfield, VA 23832
Corresponding Secretary	Angela Reed	Clover Hill High School 13900 Hull Street Road Midlothian, VA 23113
Parliamentarian	Amy Guffey	Clover Hill High School 13900 Hull Street Road Midlothian, VA 23113

VIRGINIA TECH REGION

President	Denise Mitchell	William Fleming High School 3649 Ferncliff Avenue, NW Roanoke, VA 24017
Vice-President		
Secretary	Tracy Bryant	Jefferson Forest High School Route 2 Forest, VA 24551
Reporter	Beth Moles	Staunton River High School Route 4, Box 732 Moneta, VA 24121
Historian	Marsha Green	Bedford Educational Center 600 Edmund Street Bedford, VA 24523

FBLA STATE PRESIDENTS

1950-51	Jeanne Broughman	Varina High School
1951-52	Pat Kennedy	Waynesboro High School
1952-53	Dale Maddox	Henry Clay High School
1953-54	Nancy Bane	Christiansburg High School
1954-55	Patricia Webb	Martinsville High School
1955-56	Ray Hibbs	John Marshall High School
1956-57	Darla Hodge	Christiansburg High School
1957-58	Bonnie Kay Gilbert	Waynesboro High School
1958-59	Karen Sue Shafer	Christiansburg High School
1959-60	Verlyn Simmons	Jefferson Senior High School
1960-61	Velma Matusevich	Blacksburg High School
1961-62	Betty Callahan	Jefferson Senior High School
1962-63	Peggy Eason	Hampton High School
1963-64	Nancy Bossieux	John Marshall High School
1964-65	Phyllis Willard	George Wythe High School (Richmond)
1965-66	Linda Jones	Maury High School
	Eunice Jones	Dunbar High School
1966-67	Veronica Moore	Martinsville High School
1967-68	Marlene Pugh	Phenix High School (Hampton)
1968-69	Karen Pierce	Culpeper County High School
1969-70	Judy Neff	Strasburg High School
1970-71	Andy Sisson	Patrick Henry High School (Ashland)
1971-72	Lewis Compton	Culpeper County High School
1972-73	Gina Ellis	Piedmont Technical Education Center
1973-74	Winnie Cunningham	Culpeper County High School
1974-75	Richard Roberts	Nelson County High School
1975-76	Cynthia J. Bouwmans	James Monroe High School
1976-77	David P. Hoyt	Piedmont Technical Education Center
1977-78	Nelson B. Gutierrez	Fairfax High School
1978-79	David N. Ryder	Culpeper County High School
1979-80	Sheryl D. Nestor	Valley Vocational-Technical Center
1980-81	Steven D. Owens	Jefferson-Huguenot-Wythe High School, Huguenot Building
1981-82	Sandra D. Carter	James Wood High School
1982-83	Granville G. Grant, Jr.	Jefferson-Huguenot-Wythe High School, Hugenot Building
1983-84	Alana J. Mateling	Kempsville High School
1984-85	Teresa A. Coffey	Valley Vocational-Technical Center
1985-86	John B. Phillips	Martinsville High School
1986-87	Lanna D. Monday	Castlewood High School
1987-88	Jutta Barnes	Denbigh High School

FBLA NATIONAL OFFICERS FROM VIRGINIA

1952-53	Harriett Conrad	Secretary, Waynesboro High School
1953-54	Mary Bartram Robeson	President, Culpeper County High School
1957-58	Dorothy Mullins	Vice-President, Southern Region, John Marshall High School
1965-66	Barbara White	Secretary, John Marshall High School
1969-70	David Burke	Treasurer, Piedmont Technical Education Center
1982-83	Charles J. Hancock	Vice-President, Southern Region, James Wood High School
1987-88	Heather H. Wilson	Vice-President, Southern Region, James Wood High School

FBLA EXECUTIVE SECRETARIES

L. Marguerite Crumley
James R. Manning
Frank M. Peele
Lydia M. Bell
Sarah Lowe Thompson

FBLA-PBL SPECIALISTS

Sarah Lowe Thompson

HONORARY LIFE MEMBERS

L. Marguerite Crumley -
Watkins C. Smith -
Arthur L. Walker -
James R. Manning - 1970
Virginia Harris - 1978
John H. Jenkins - 1978
Frank M. Peele - 1979
Revere A. Houck - 1980
Eloise Engledove - 1983
Lydia M. Bell - 1984

CLINCH VALLEY REGION
1986-87 Membership

27 active chapters (These include two reactivated chapters: Garden High School and Holston High School)

4 inactive chapters: John H. Battle High School
Keokee High School
Pennington High School
Rye Cove High School

2 schools without chartered FBLA chapters: Flatwoods High School
Hurley High School

Chapter Membership (6-30-87):

Abingdon High School	43
Appalachia High School	63
Castlewood High School	35
Clintwood High School	68
Coeburn High School	109
Council High School	79
Dryden High School	30
Ervinton High School	42
Garden High School	11
Gate City High School	93
Grundy Senior High School	50
Haysi High School	28
Holston High School	14
Honaker High School	53
J. J. Kelly High School	278
John I. Burton High School	95
Jonesville High School	49
Lebanon High School	31
Lee County Vocational-Technical School	75
Patrick Henry High School	9
Pound High School	51
Powell Valley High School	46
St. Paul High School	46
Thomas Walker High School	49
Twin Springs High School	58
Virginia High School	40
Whitewood High School	10
TOTAL REGIONAL MEMBERSHIP	**1,555**

The State Board of Education regulations require that there be a chapter of FBLA in each school with an approved vocational program. Efforts are being made during the 1987-88 school year to assist schools with reactivating or chartering FBLA chapters.

GERMANNA REGION
1986-87 Membership

22 active chapters

6 inactive chapters: Cedar Lee Junior High School
*King George High School
*Manassas Park High School
Marshall Junior High School
*Orange County High School
William C. Taylor Junior High School
*Active 1985-86

0 schools without chartered FBLA chapters

Chapter Membership (6-30-87):

Brentsville District High School	20
Caroline High School	15
Courtland High School	41
Culpeper County High School	133
Culpeper County Junior High School	54
Fauquier High School	133
Gar-Field Senior High School	29
James Monroe High School	30
Louisa County High School	9
Madison County High School	22
North Stafford High School	26
Osbourn Senior High School	17
Osbourn Park Senior High School	53
Piedmont Technical Education Center	79
Potomac Senior High School	40
Quantico High School	12
Rappahannock County High School	39
Spotsylvania High School	36
Stafford Senior High School	106
Stonewall Jackson High School	69
Warrenton Junior High School	23
Woodbridge Senior High School	165
TOTAL REGIONAL MEMBERSHIP	**1,151**

LONGWOOD REGION
1986-87 Membership

23 active chapters (These include one new chapter: Amelia-Nottoway Vocational Center)

4 inactive chapters: *Amherst County High School
Brookville High School
*Cumberland High School
O. T. Bonner Junior High School
*Active 1985-86

0 schools without chartered FBLA chapters

Chapter Membership (6-30-87):

Altavista High School	60
Amelia County High School	63
Amelia-Nottoway Vocational Center	24
Appomattox County High School	122
Buckingham County High School	98
Central High School	31
Chatham High School	40
Dan River High School	100
E. C. Glass High School	70
Fluvanna Senior High School	15
George Washington High School	135
Gretna Junior High School	49
Gretna Senior High School	139
Halifax County Senior High School	220
Heritage High School	199
Nelson County High School	84
Nottoway Senior High School	17
Powhatan High School	12
Prince Edward County High School	25
Randolph-Henry High School	151
Rustburg High School	65
Tunstall High School	20
William Campbell High School	25
TOTAL REGIONAL MEMBERSHIP	**1,764**

JMU REGION
1986-87 Membership

23 active chapters (These include two reactivated chapters: Natural Bridge High School and Strasburg High School)

7 inactive chapters: *Bath County High School
Central High School
Charlottesville High School
*Highland High School
Lexington High School
Robert E. Lee High School
Wilson Memorial High School
*Active 1985-86

4 schools without chartered FBLA chapters: Buffalo Gap High School
Fort Defiance High School
Riverhead High School
Stuarts Draft High School

Chapter Membership (6-30-87):

Albemarle High School	17
Broadway High School	65
Charlottesville-Albemarle Technical Education Center	3
Clarke County High School	28
D. J. Howard Vocational Center	37
Harrisonburg High School	61
James Wood High School	191
John Handley High School	54
Luray High School	14
Natural Bridge High School	12
Page County High School	86
Parry McCluer High School	42
Rockbridge High School	24
Spotswood Senior High School	83
Stonewall Jackson High School	72
Strasburg High School	6
Triplett Business and Technical Institute	62
Turner Ashby High School	55
Valley Vocational-Technical Center	149
Warren County High School	43
Waynesboro High School	23
Western Albemarle High School	26
William Monroe High School	96
TOTAL REGIONAL MEMBERSHIP	**1,249**

THOMAS NELSON REGION
1986-87 Membership

24 active chapters

2 inactive chapters: *Mathews High School
*Windsor High School
*Active 1985-86

0 schools without chartered FBLA chapters

Chapter Membership (6-30-87):

Bethel High School	48
Bruton High School	44
Churchland High School	45
Cradock High School	69
Denbigh High School	194
Franklin High School	21
Gloucester High School	45
Hampton High School	183
Homer L. Ferguson High School	146
I. C. Norcom High School	124
Kecoughtan High School	44
Lafayette High School	46
Manor High School	99
Menchville High School	190
Phoebus High School	34
Poquoson High School	30
Portsmouth Catholic High School	10
Smithfield High School	45
Southampton High School	32
Tabb High School	129
Virginia School of Hampton	18
Warwick High School	100
Woodrow Wilson High School	60
York High School	60
TOTAL REGIONAL MEMBERSHIP	**1,816**

NORFOLK STATE REGION
1986-87 Membership

31 active chapters (These include two reactivated chapters: Virginia Beach Vocational-Technical Center and Western Branch High School)

8 inactive chapters: Bayside Junior High School
Brandon Junior High School
Cape Charles High School
Independence Junior High School
*Indian River High School
Kempsville Junior High School
Nansemond-Suffolk Academy
Norfolk Catholic High School
*Active 1985-86

0 schools without chartered FBLA chapters

Chapter Membership (6-30-87):

Arcadia High School	71
B. T. Washington High School	88
Bayside High School	75
Career Development Center	29
Chesapeake Technical Center	33
Chincoteague High School	14
Deep Creek High School	69
First Colonial High School	136
Floyd E. Kellam High School	20
Forest Glen High School	30
Frank W. Cox High School	91
Granby High School	68
Great Bridge High School	91
Green Run High School	236
John F. Kennedy High School	103
John Yeates High School	73
Kempsville High School	88
Lake Taylor High School	155
Mary N. Smith Middle School	12
Maury High School	117
Nandua High School	17
Norfolk Technical-Vocational Center	107
Northampton Senior High School	37
Norview Senior High School	51
Oscar F. Smith High School	55
P. D. Pruden Vocational-Technical Center	20
Princess Anne High School	54
Suffolk High School	110
T. Hallet Badger Vocational Center	28
Virginia Beach Vocational-Technical Center	85
Western Branch High School	23
TOTAL REGIONAL MEMBERSHIP	**2,186**

NORTHERN VIRGINIA REGION
1986-87 Membership

30 active chapters (These include three reactivated chapters: Arlington Career Center, Herndon High School, and J. E. B. Stuart High School)

8 inactive chapters: Bishop O'Connell High School
Charles S. Monroe Vocational-Technical Center
George Mason Junior-Senior High School
*Loudoun County High School
*Secondary Schools Occupational Center
*Thomas Jefferson High School
Thomas Jefferson Intermediate School
*Yorktown Senior High School
*Active 1985-86

0 schools without chartered FBLA chapters

Chapter Membership (6-30-87):

Annandale High School	100
Arlington Career Center	6
Broad Run High School	43
Chantilly High School	294
Fairfax High School	153
Falls Church High School	80
Francis C. Hammond Junior High School	8
George C. Marshall High School	27
George Washington Junior High School	14
Hayfield Secondary School	146
Herndon High School	121
J. E. B. Stuart High School	163
James Madison High School	22
James W. Robinson Secondary School	127
Lake Braddock Secondary School	355
Langley High School	473
Loudoun Valley High School	4
McLean High School	123
Mount Vernon High School	67
Oakton High School	159
Park View High School	27
Robert E. Lee High School	185
South Lakes High School	61
T. C. Williams High School	119
Thomas Edison High School	69
W. T. Woodson High School	263
Wakefield High School	88
Washington-Lee High School	25
West Potomac High School	18
West Springfield High School	207
TOTAL REGIONAL MEMBERSHIP	**3,547**

RADFORD REGION
1986-87 Membership

20 active chapters (These include two reactivated chapters: Giles High School and Rocky Gap High School)

3 inactive chapters: Chilhowie High School
Radford High School
Rich Valley High School

1 school without chartered FBLA chapter: Mount Rogers High School

Chapter Membership (6-30-87):

Bland High School	40
Carroll County High School	262
Fort Chiswell High School	33
Fries High School	62
Galax High School	82
George Wythe High School	40
Giles High School	37
Graham High School	58
Grayson County Vocational School	51
Marion Senior High School	43
Narrows High School	16
Pocahontas High School	29
Pulaski County High School	110
R. B. Worthy High School	27
Richlands High School	89
Rocky Gap High School	10
Rural Retreat High School	25
Tazewell County Vocational Center	33
Tazewell High School	122
Wythe County Vocational School	48
TOTAL REGIONAL MEMBERSHIP	**1,217**

VCU REGION
1986-87 Membership

38 active chapters (These include two new chapters: Mosby Middle School and Albert Hill Middle School and three reactivated chapters: Armstrong High School, Brookland Middle School, and Colonial Beach High School

5 inactive chapters: *Binford Middle School
*Douglas Freeman High School
King and Queen Central High School
*Middlesex High School
Northern Neck Vocational Center
*Active 1985-86

0 schools without chartered FBLA chapters

Chapter Membership (6-30-87):

Armstrong High School	23
Brookland Middle School	4
Charles City County High School	53
Colonial Beach High School	27
Essex High School	98
Fairfield Middle School	5
George H. Moody Middle School	8
George Wythe High School	133
Goochland High School	84
Harry F. Byrd Middle School	4
Henderson Middle School	30
Henrico High School	42
Hermitage High School	96
Hermitage Vocational-Technical Center	45
Highland Springs High School	56
Highland Springs Vocational-Technical Center	26
Albert Hill Middle School	10
Huguenot High School	91
J. R. Tucker High School	88
John F. Kennedy High School	72
John Marshall High School	59
John Rolfe Middle School	37
King William High School	29
Lancaster High School	14
Lee-Davis High School	60
Liberty Junior High School	18
Mills E. Godwin High School	151
Mosby Middle School	31
New Kent High School	47
Northumberland High School	20
Patrick Henry High School	22
Rappahannock High School	24
Richmond Technical Center	45
Thomas Jefferson High School	75

Tuckahoe Middle School	41
Varina High School	56
Washington and Lee High School	151
West Point High School	78
TOTAL REGIONAL MEMBERSHIP	**1,953**

VSU REGION
1986-87 Membership

21 active chapters

3 inactive chapters: J. E. J. Moore Junior High School
N. B. Clements Junior High School
Peabody Junior High School

0 schools without chartered FBLA chapters

Chapter Membership (6-30-87):

Bluestone Senior High School	172
Brunswick Senior High School	22
Chesterfield Technical Center	50
Clover Hill High School	68
Colonial Heights High School	25
Dinwiddie County Senior High School	100
Greenville County High School	30
Hopewell High School	61
James S. Russell Junior High School	27
Lloyd C. Bird High School	86
Manchester High School	105
Matoaca High School	83
Meadowbrook High School	44
Midlothian High School	118
Monacan High School	128
Park View Senior High School	172
Petersburg High School	155
Prince George High School	89
Surry County High School	29
Sussex Central High School	25
Thomas Dale High School	17
TOTAL REGIONAL MEMBERSHIP	**1,606**

VIRGINIA TECH REGION
1986-87 Membership

31 active chapters (These include one reactivated chapter: Timberlake Christian School)

5 inactive chapters: Alleghany County High School
Andrew Lewis Middle School
Breckinridge Junior High School
Clifton Forge High School
Roanoke Catholic High School

0 schools without chartered FBLA chapters

Chapter Membership (6-30-87):

Arnold R. Burton Vocational-Technical School	60
Auburn High School	12
Bassett High School	24
Bedford Educational Center	34
Blacksburg High School	225
Cave Spring High School	139
Christiansburg High School	89
Covington High School	18
Drewry Mason High School	36
Fieldale-Collinsville High School	57
Floyd County High School	107
Franklin County High School	160
George Washington Carver High School	18
Glenvar High School	43
Jackson River Vocational Center	58
James River High School	10
Jefferson Forest High School	34
Laurel Park High School	49
Liberty High School	46
Lord Botetourt High School	64
Martinsville High School	56
New Castle High School	37
Northside High School	139
Patrick County High School	62
Patrick Henry High School	44
Salem High School	98
Shawsville High School	8
Staunton River High School	77
Timberlake Christian School	9
William Byrd High School	79
William Fleming High School	95
TOTAL REGIONAL MEMBERSHIP	**1,987**

FBLA SONG

Tunes: "America the Beautiful"
"Auld Lang Syne"

I

For understanding, leadership
In home, in church, and school,
To work and think efficiently,
Live by the Golden Rule,

CHORUS

F-B-L-A, F-B-L-A
For all these things we stand.
We'll work for thee
With faith and hope,
All members, hand in hand!

II

For freedom in our native land,
In spite of race and creed;
For friendship with our foreign friends,
Together we'll succeed.

FBLA-PBL CODE OF ETHICS

- I will be honest and sincere.
- I will approach each task with confidence in my ability to perform my work at a high standard.
- I will willingly accept responsibilities and duties.
- I will seek to profit by my mistakes and take suggestions and criticisms directed toward the improvement of myself and my work.
- I will abide by the rules and regulations of my school.
- I will exercise initiative and responsibility and will cooperate with my employer and fellow workers.
- I will dress and act in a manner that will bring respect to me and to my school.
- I will seek to improve my community by contributing my efforts and my resources to worthwhile projects.

DIRECTORY

STATE OFFICE	FBLA State Office Business Education Service Department of Education P.O. Box 6Q Richmond, VA 23216-2060 804/225-2692
NATIONAL OFFICE	FBLA-PBL, Inc. P.O. Box 17417--Dulles Washington, DC 20041 703/860-3334
SUPPLIER-- FBLA membership items and chapter management tools	Balfour Supply Service 11722 Parklawn Drive Rockville, MD 20852 301/770-6375

CHAPTER CEREMONIES

Many chapters have candlelight services. Candles lend a soft light to the setting and symbolize sealing of pledges. Chapters are encouraged to use candles of various colors to represent certain offices as specified in some of the services. The candle on the table of the installing official should be the tallest candle used.

Background music adds to the effectiveness of the ceremony. Appropriate music may be used throughout the entire ceremony or during certain parts of the program, such as during the reading of the creed or at the end of the program.

In more formal ceremonies the officers and members may wear robes. Otherwise, business attire is recommended.

New Chapter Installation

Whenever possible, this ceremony should take place before a large group such as an assembly, assembly of business students, or a special meeting to which parents and businesspeople are invited.

Members of the installation team should be seated on a stage or a raised platform. The following setting is suggested:

1. ***One long rectangular table for the installing officer; (a tall white candle in holder should be placed on this table).***

2. ***Individual tables for the four speakers representing the written words—Future, Business, Leaders, and America.***

Installing Official: (Standing) Future Business Leaders of America is a national organization for business students who are preparing for careers in business and business education. I have been authorized by the national association to conduct the installation into the national organization of the (name of school) chapter.

Since the letters, FBLA, are used to designate the organization, its units and members, it is fitting that we consider what these letters and the words they represent mean to our organization.

FUTURE: (Standing) Our daily educational experiences and our involvement in leadership activities prepare us for the future--a time to accept challenges.

In FBLA, we have found the tools to prepare for the future. We profit from the experiences of others, those who have preceded us as well as our teachers and others with whom we associate. Our studies and activities help us meet changing conditions and further our understanding of the world's varied economic systems.

BUSINESS: (Standing) We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

LEADERS: (Standing) The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism, and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

AMERICA: (Standing) If America is to remain a world leader, alert young men and women are needed to guide our country. As members of FBLA, we prepare ourselves for this responsibility by studying America's past and analyzing her present. The initiative and success of leaders in business help shape the future of America. FBLA is our opportunity to strive for leadership in the field of business, thereby helping to strengthen America.

Installing Official: Our organization has a definite and worthwhile list of goals. I should like to ask (name of assistant installing officer or member of installation team) to read these goals.

Assistant Installing Official: (Standing, reads the goals)

- Develop competent, aggressive business leadership
- Strengthen the confidence of students in themselves and their work
- Create more interest in and understanding of American business enterprise
- Encourage members in the development of individual projects which contribute to the improvement of home, business, and community
- Develop character, prepare for useful citizenship, and foster patriotism
- Encourage and practice efficient money management
- Encourage scholarship and promote school loyalty
- Assist students in the establishment of occupational goals
- Facilitate the transition from school to work.

Installing Official: Will the charter officers of the FBLA Chapter at (name of school) please rise and remain standing as I announce each office and name. (Installing officer calls name and title of each officer.)

You have been chosen from among FBLA members at (name of school) as officers for the coming year. You have been selected because your members have faith in your ability and confidence that you will fulfill the duties of your office. I challenge you to accept the responsibility that has been given to you. Please raise your right hand and repeat after me.

I, as an officer / of the (name) Chapter of FBLA, / do solemnly promise / that I will fulfill the responsibilities of my office /to the best of my ability, / and that I shall carry them out / in accordance with the bylaws of Future Business Leaders of America.

(While lighting the tall candle) By lighting this candle, I seal the vow you have taken and vest in you the authority of your office.

(Speaking to all members) You have heard the vows that these officers of your chapter have taken. In your presence, I now declare them officially installed as officers of the (name) Chapter of FBLA for (year).

(Speaking to officers and members, and particularly to chapter president) By authority of FBLA-PBL, Inc., I am pleased to present you with the official charter of your chapter. (Reads the charter) By virtue of this charter, this chapter now becomes a part of the national organization. You now have the privilege and the responsibility of operating under the name Future Business Leaders of America and as a part of the state chapter and the national organization. The responsibility of making (name) Chapter a success rests with its members and officers.

Chapter President: I, on behalf of the officers and members of (name) chapter of FBLA accept the honor, privileges, and responsibilities entrusted to us, and together we shall endeavor at all times to carry out the purpose of FBLA.

Installing Official: The (name) Chapter president, (name of president), will give the oath of membership to the charter members of the chapter. (Chapter officers turn and face audience.)

Chapter President: The secretary will now read the names of the charter members of (name) Chapter of FBLA. As the names are read, the members will please rise and remain standing until all members have been presented.

Chapter Secretary: (Reads slowly the name of each charter member. Charter members stand as their names are called and remain standing until the oath has been administered.)

Chapter President: Each of you, please raise your right hand and repeat the oath of membership in unison after me.

I do solemnly promise / to uphold the aims and responsibilities of Future Business Leaders of America / and, as an active charter member of (name) Chapter, / I shall strive to develop the qualities necessary / to become a leader in business / and in the community in which I live.

As president of (name) Chapter of FBLA, I declare you duly inducted as charter members.

Installing Official: (Name of assistant installing official or member of installation team) will lead the members in reciting in unison the FBLA Creed. (The Creed is recited.)

Officer Installation

The room is darkened. Candles are arranged on the table in the following order: White, grey, red, orange, yellow, blue, green, and violet. The white candle should be tallest.

The new officers should come forward in the following order: parliamentarian, historian, reporter, treasurer, secretary, vice-president, and president. Other officers may be appropriately placed. Each enters from the lower left corner of the stage when his or her office is announced, stands before the installing officer during the charge, then retires to the opposite end of the table still holding the candle and facing the onlooking members.

Additions to the ceremony may be made for other officers as necessary. Flowers with colored ribbons may be used instead of candles.

Installing Official: Will the newly elected officers of (name) Chapter of FBLA please come forward as I announce your office. (Installing official lights white candle.) Lighting the tallest candle symbolizes the chapter in its entirety with all its members working together. With this symbol we shall charge each officer to do the job for which he or she has been elected.

(Name of parliamentarian), parliamentarian. (Parliamentarian comes forward.) You have been named parliamentarian of the (name) Chapter of FBLA. As parliamentarian, it will be your responsibility to monitor all formal chapter meetings so that they are conducted within the framework of parliamentary procedure. Through your efforts, the chapter meetings will be conducted in an orderly fashion, resulting in the efficient disposition of business. Do you accept this responsibility?

Parliamentarian: I do.

Installing Official: I now declare you in the name of the (name) Chapter of FBLA, the parliamentarian (grey candle is lighted with white candle).

This grey candle symbolizes the achievements possible when chapter meetings are conducted in an orderly fashion.

(Name of historian), historian. (Historian comes forward.) You have been elected historian of the (name) Chapter of FBLA. As historian, it will be your responsibility to maintain records of the chapter, including a report of activities, awards, and publicity. Through your efforts people see the progress and activities of your chapter. Do you accept this responsibility?

Historian: I do.

Installing Official: I now declare you in the name of the (name) Chapter of FBLA, the historian (green candle is lighted with white candle).

This green candle symbolizes the satisfaction that can be derived from preserving the past and recording the present, while preparing for the future.

(Name of reporter), reporter. (Reporter comes forward.) As reporter, your job will be to report meetings and other newsworthy activities of the chapter through the proper channels. Do you accept this responsibility?

Reporter: I do.

Installing Official: I now declare you in the of (name) Chapter of FBLA, the reporter (violet candle is lighted with white candle).

This violet candle symbolizes the inspiration and enlightenment that can be brought by reporting the activities of the (name) Chapter of FBLA.

(name of treasurer), treasurer. (Treasurer comes forward.) You have been elected treasurer for the (name) Chapter of FBLA. In electing you to this office, the members have shown their faith in your business ability and your honesty. Do you promise to keep accurate records of all money received and spent and to present orderly reports upon requests?

Treasurer: I do.

Installing Official: I now declare you in the name of the (name) Chapter of FBLA, the treasurer (blue candle is lighted with white candle).

This lighted blue candle symbolizes the trust and confidence which the members have in your ability to safeguard all funds.

(name of secretary), secretary. (Secretary comes forward). You have been elected secretary of the (name) Chapter of FBLA. Accepting this office obligates you to be present and keep a record of what takes place at every meeting. Do you accept this responsibility?

Secretary: I do.

Installing Official: I now declare you in the name of the (name) Chapter of FBLA, the secretary (yellow candle is lighted with white candle).

This yellow candle symbolizes constancy in attendance and in keeping members informed of the chapter's progress.

(name of vice-president), vice-president. (Vice-president comes forward.) You have been elected vice-president of the (name) Chapter of FBLA. Your duty will be to assume the responsibilities in the absence of the president. Will you strive to carry out the duties of this office?

Vice-President: I will.

Installing Official: I now declare you in the name of (name) Chapter of FBLA, the vice-president (orange candle is lighted with white candle).

This orange candle is the symbol of the harmony and faithfulness which should characterize your efforts in working with the president to carry out the ideals of this chapter.

(Name of president), president. (President comes forward). The members of the (name) Chapter of FBLA have bestowed upon you a great honor in electing you the president. Your major responsibility is to lead and encourage this chapter in all its activities. It is your duty to preside at all meetings and see that they are conducted in accordance with the constitution and correct principles of parliamentary practice. Do you accept this responsibility?

President: I do.

Installing Official: I now declare you in the (name) Chapter of FBLA, the president (red candle is lighted with white candle).

This red candle is the symbol of your duties and obligation to the chapter and its members.

(Addressing members of the chapter.) In your presence, I now declare them officially installed as officers of the (name) Chapter of FBLA for the coming year. (Lights are turned up.) You may be seated.

(The newly elected president is called forward, and with a few appropriate remarks, the installing official presents the gavel to the new president, who closes the meeting.)

Induction of New Members

The president and adviser are seated behind a long table; the other officers are seated at individual tables. Four officers should be speakers representing the words Future, Business, Leaders, and America. The guide leads the initiates to the front of the room where they form a semicircle and remain standing in front of the officers until the close of the ceremony. As in the chapter installations, a candlelight service is often used.

Guide: Mr. (or Madame) President, these candidates have expressed a desire and meet the necessary requirements to become members of (name) Chapter of Future Business Leaders of America.

President: (Standing, speaks to candidates) We accept you as candidates for membership in the Future Business Leaders of America at (name of school). Before you become members, however, let us consider the meaning of the words in the name of our organization.

FUTURE: (Standing) Our daily educational experiences and our involvement in leadership activities prepare us for the future--a time to accept challenges.

In FBLA, we have found the tools to prepare for the future. We profit from the experiences of others, those who have preceded us as well

as our teachers and others with whom we associate. Our studies and activities help us meet changing conditions and further our understanding of the world's varied economic systems.

BUSINESS: (Standing) We realize the importance of education and training in business methods and procedures. We appreciate the roles of business and education in our daily lives.

LEADERS: (Standing) The future of our country depends on the quality of leadership. Leadership implies honor, foresight, tact, competence, dependability, discretion, and integrity. A leader must listen, withstand criticism, and be flexible. A leader accepts failure in stride but is willing to profit from it. As members of FBLA, it is our duty to prepare for the enormous responsibility of business leadership in the years ahead.

AMERICA: (Standing) If America is to remain a world leader, alert young men and women are needed to guide our country. As members of FBLA, we prepare ourselves for this responsibility by studying America's past and analyzing her present. The initiative and success of leaders in business help shape the future of America. FBLA is our opportunity to strive for leadership in the field of business, thereby helping to strengthen America.

President: You have just heard the meaning of the letters used in our title. We are a national organization for business students who are preparing for careers in business and business education.

The FBLA organization is based on a definite set of goals including development of competent, aggressive business leadership; creation of more interest and understanding of American business enterprise; and participation in worthy undertakings for the improvement of business and citizenship.

Please raise your right hand and repeat after me the pledge of membership:

> I do solemnly promise / to uphold the aims and responsibilities /of the Future Business Leaders of America /and, as an active member of the (name) Chapter, / I shall strive to develop / the qualities necessary in becoming a responsible business leader.

I declare you members of the (name) Chapter of the Future Business Leaders of America. (Addressing entire group): Will you please stand to recite in unison the FBLA Creed. (President leads group in reciting Creed).

Emblem Ceremony

The organization's official emblem should be constructed from cardboard, felt, or wood large enough for handling and have a number of removable parts (see next paragraph for description). These parts are to be affixed to the shield. An alternative would be using prepared slides.

FBLA parts include a likeness of an eagle, and the words Service, Education, Progress, Future, Business, Leaders, America.

The president raps the gavel once for the group to come to order and the members to take their places. He or she begins: "You are about to witness the emblem ceremony in which the significance of each component of our emblem is described."

President: (Stands at podium and picks up eagle.) The eagle denotes our belief in democracy, liberty, and the American way of life. (Affixes eagle to stand and steps back a few feet from podium.)

Member No. 1: (Moves to podium and picks up word "service.") The word service denotes the idea that every individual should be interested in and take responsibility for promoting better social, political, community, and family life. (Affixes word and steps back.)

Member No. 2: (Moves to podium and picks up word "education.") The word education is symbolic of the idea that education is the right of every individual in America. (Affixes word and steps back.)

Member No. 3: (Moves to podium and picks up word "progress.") The word progress represents the challenge of tomorrow, which depends upon mutual understanding and cooperation of business, industry, labor, religious, family, and educational institutions and by the people of our own and other lands. (Affixes word and steps back.)

Member No. 4: (Moves to podium and picks up word "future.") The word future reminds us that the future of the world depends upon the quality of leadership we are able to produce and we in FBLA will be the business leaders of the future. We must learn to recognize the situations in which our individual talents will become useful. (Affixes word and steps back.)

Member No. 5: (Moves to podium and picks up word "business.") The world of business is our world. To be successful in business, a person must be educated both formally and informally in business methods and procedures and in the basic principles of our economic system and government. (Affixes word and steps back.)

Member No. 6: (Moves to podium and picks up word "leaders.") The word leaders represents the search for knowledge in order for us to become better citizens. This knowledge will prepare us for the great task of leadership in years ahead. (Affixes word and steps back.)

Member No. 7: (Moves to podium and picks up the word "America.") Finally, we think about America. The future of America depends upon our generation. We should pledge ourselves to use any abilities endowed to us to make America a better place for everyone. (Affixes word to stand and steps back.)

President: (Moves to podium and gives closing.) All the words now attached stand for (pauses) Future Business Leaders of America. The shield stands for our organization, which provides opportunities for each member to become a leader of tomorrow. The ceremony will close with all members reciting the Creed. (All members say the Creed in unison.)